Naval Aerospace Medical Institute

Aeromedical Electronic Resource Office (AERO)

trainer for

AVTs and Flight Surgeons

Using this Trainer

- Advance slides WITH MOUSE CLICKS ONLY. If you use forward/ back keyboard buttons, space bar, or any other method of navigating the slides, the information presented here will not flow correctly and will be confusing.
- This trainer is designed to be interactive.
- Look for the Red text for prompts on how to proceed.
- Most slides can be forwarded with mouse click. However, look for the buttons:

for prompts on how to proceed and flow from one training topic to another.

Click on Role to begin Trainer
Flight Surgeon Role
AVT Role
Your AERO Tools
NAVAL AEROSPACE MEDICAL INSTITUTE

AVT Role

Click the to jump to that section:

Introduction

Getting Started: Entering the patient into AERO, and transcribing preliminary studies

Tracking Patient exams from AERO

AERO uses codes to identify Classes of Exams. You can review them here.

Introduction

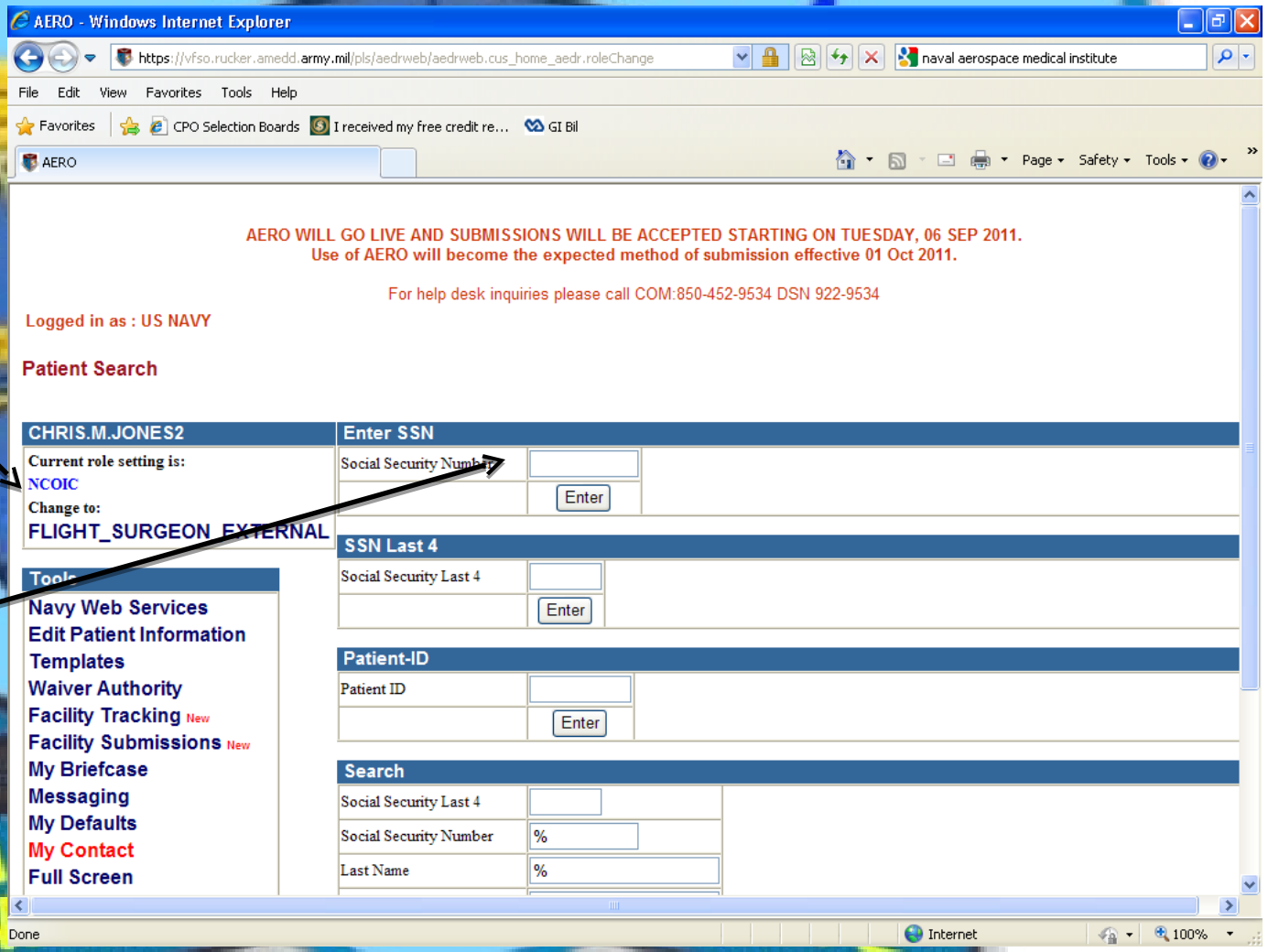
- AVT Role is called "NCOIC" in AERO
- Purpose is to transcribe completed physical exams into AERO Program.
- NCOIC Role CANNOT submit examinations to NAMI.
- AVTs with NCOIC role must notify the Flight Surgeons that the patient is ready to be seen, once data entry is completed. There are no queues that the patient's encounter will automatically flow into.

Entering Patients into AERO

-The Home Screen
--Confirm that you are "Logged in as US NAVY"

--If you have only 1 role, you will not have "Change to:"

--Enter the patient SSN. Click Enter



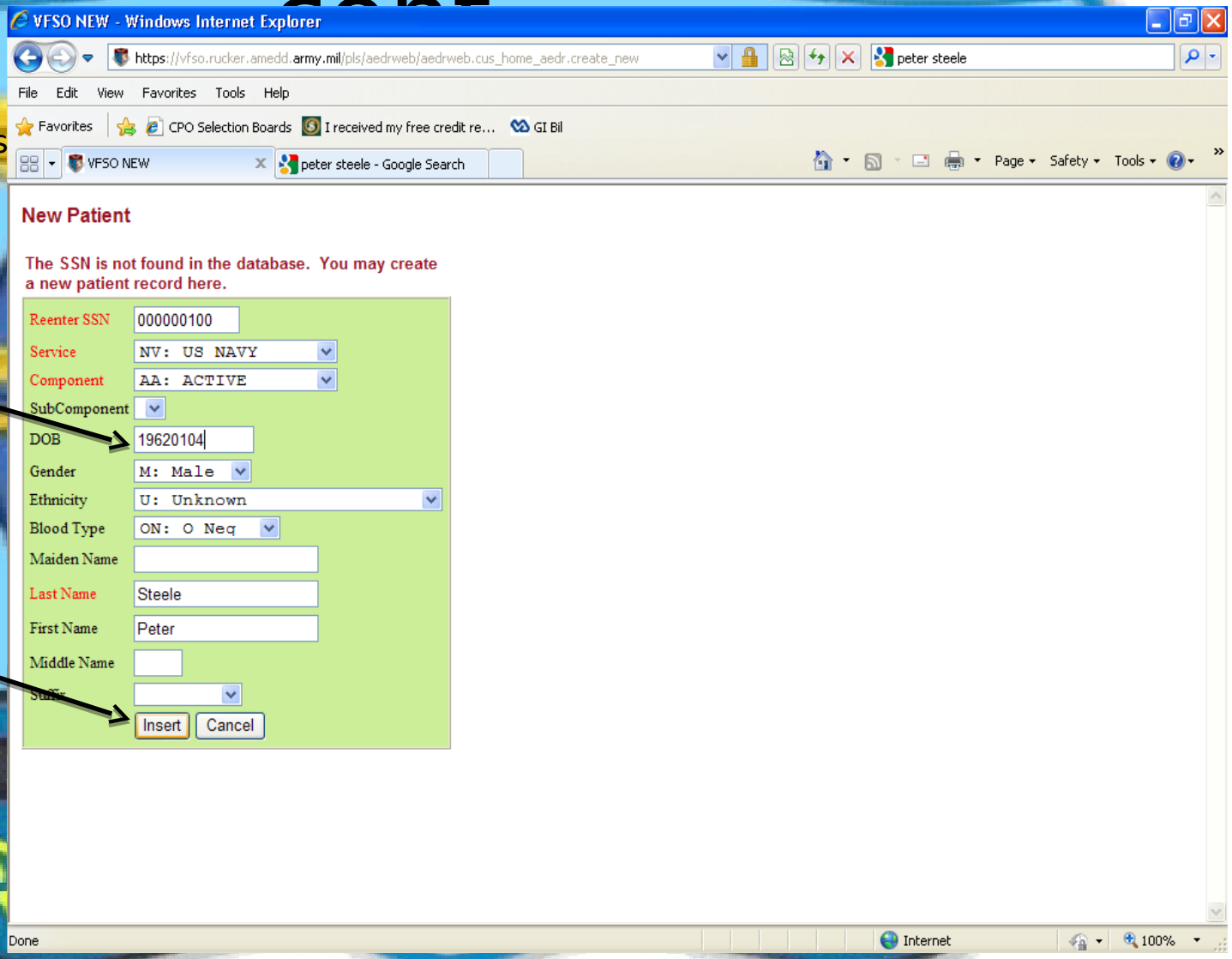
Entering Patients into AERO, cont

-If this is a new patient, you will be taken to this screen to enter Patient information

--All dates entered into AERO must be in YYYYMMDD format

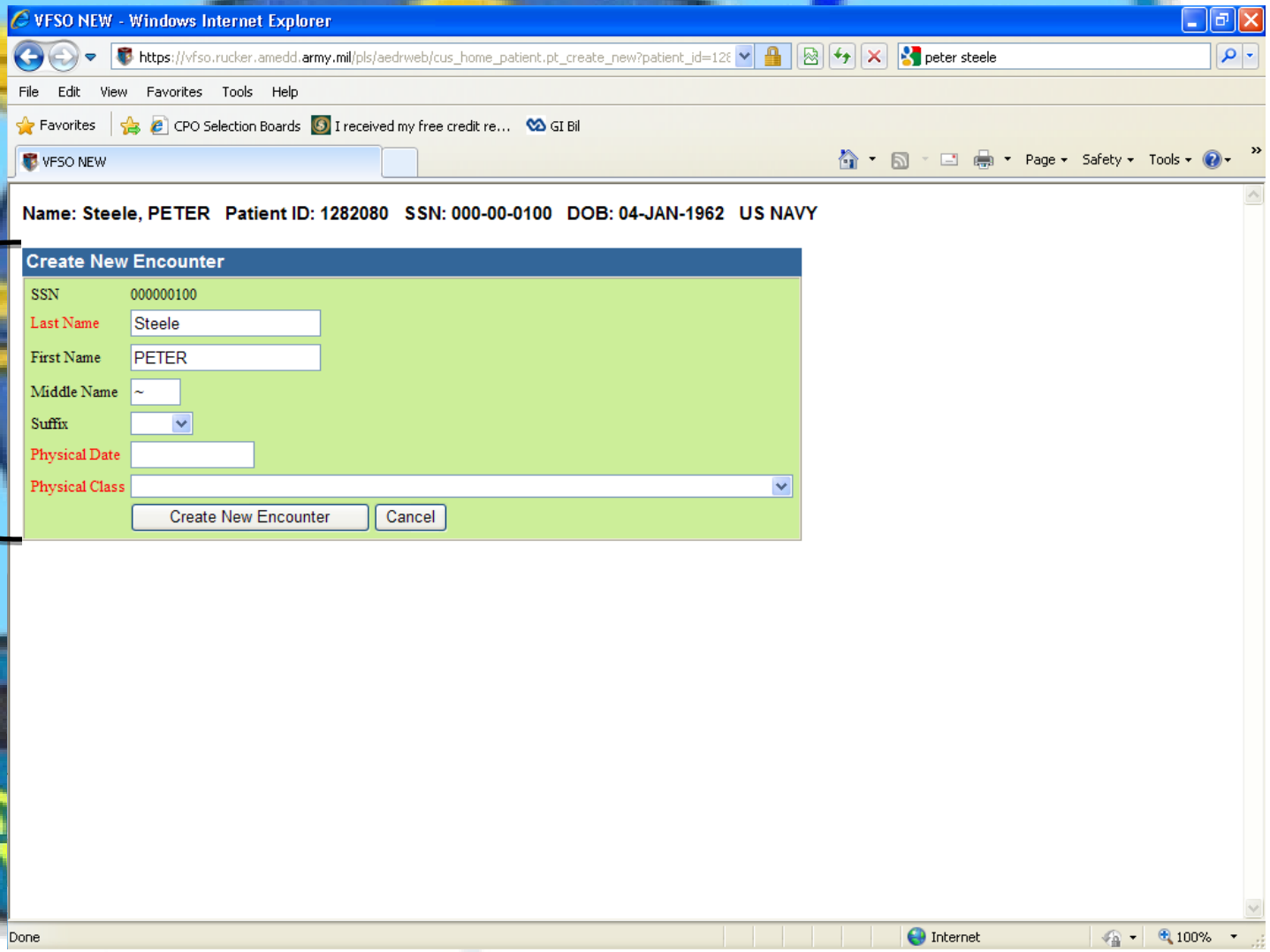
Click :Insert

(You will be asked to confirm branch of service after clicking "insert")



Entering Patients into AERO, cont...

Enter the pertinent data into the appropriate fields:



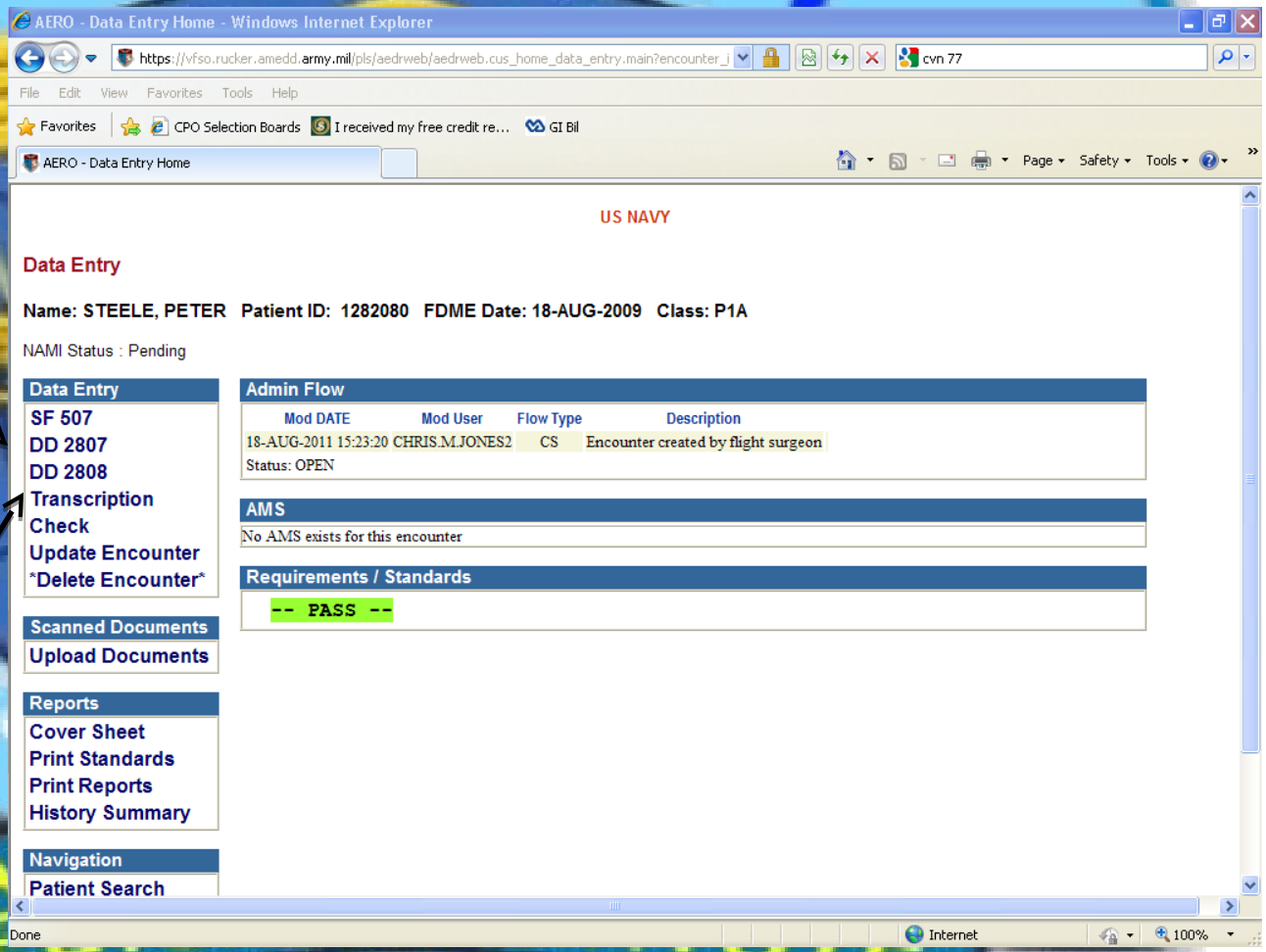
Entering Patients into AERO, cont…

From the exam, transcribe the data onto the forms here

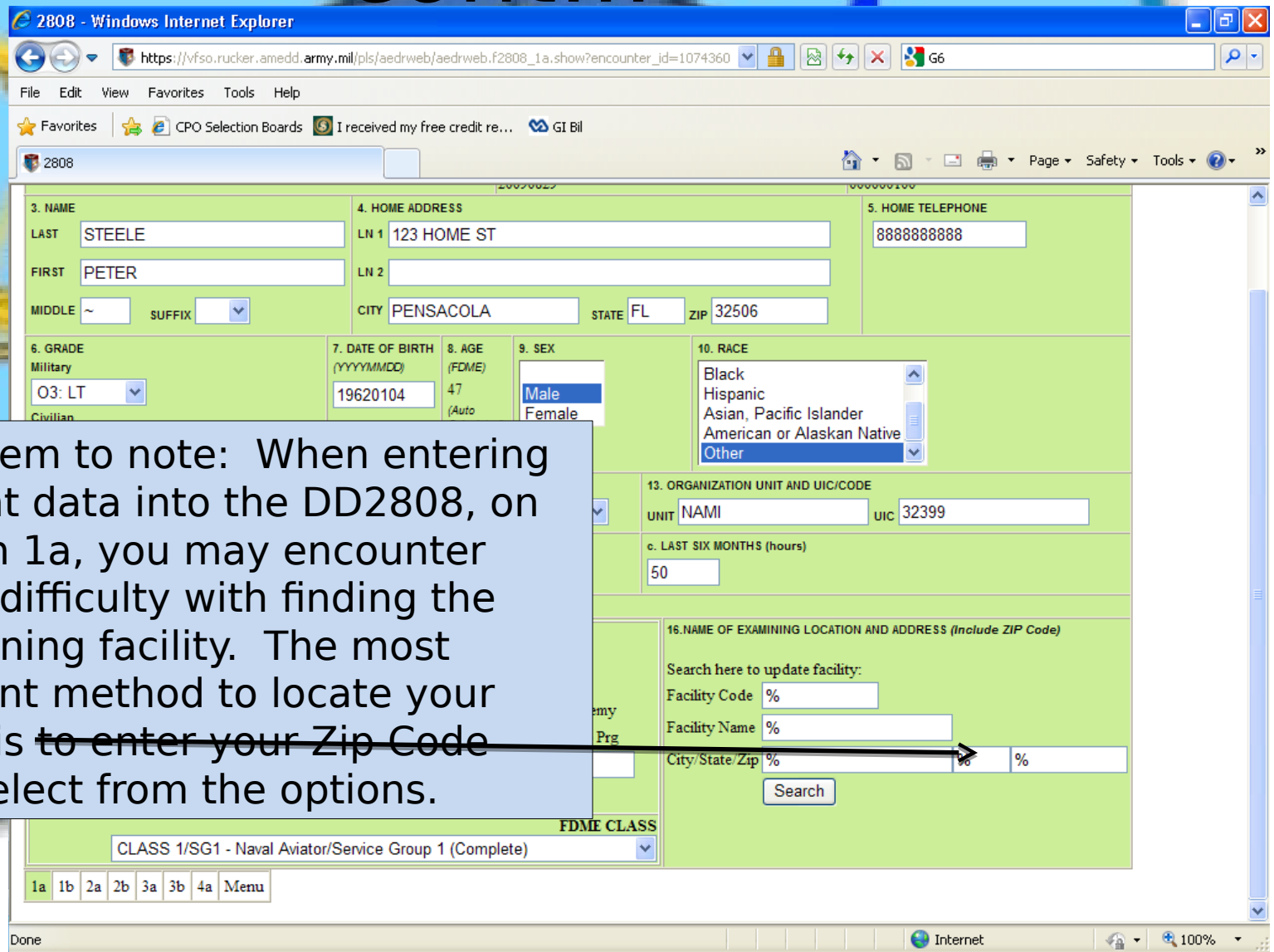
The information will correspond into AERO fairly accurately. To access each form, click the titles.

Or, if entering the data while performing the studies on the patient, you may want to use the "Transcription" option for data entry

Both methods will get the job done equally well.



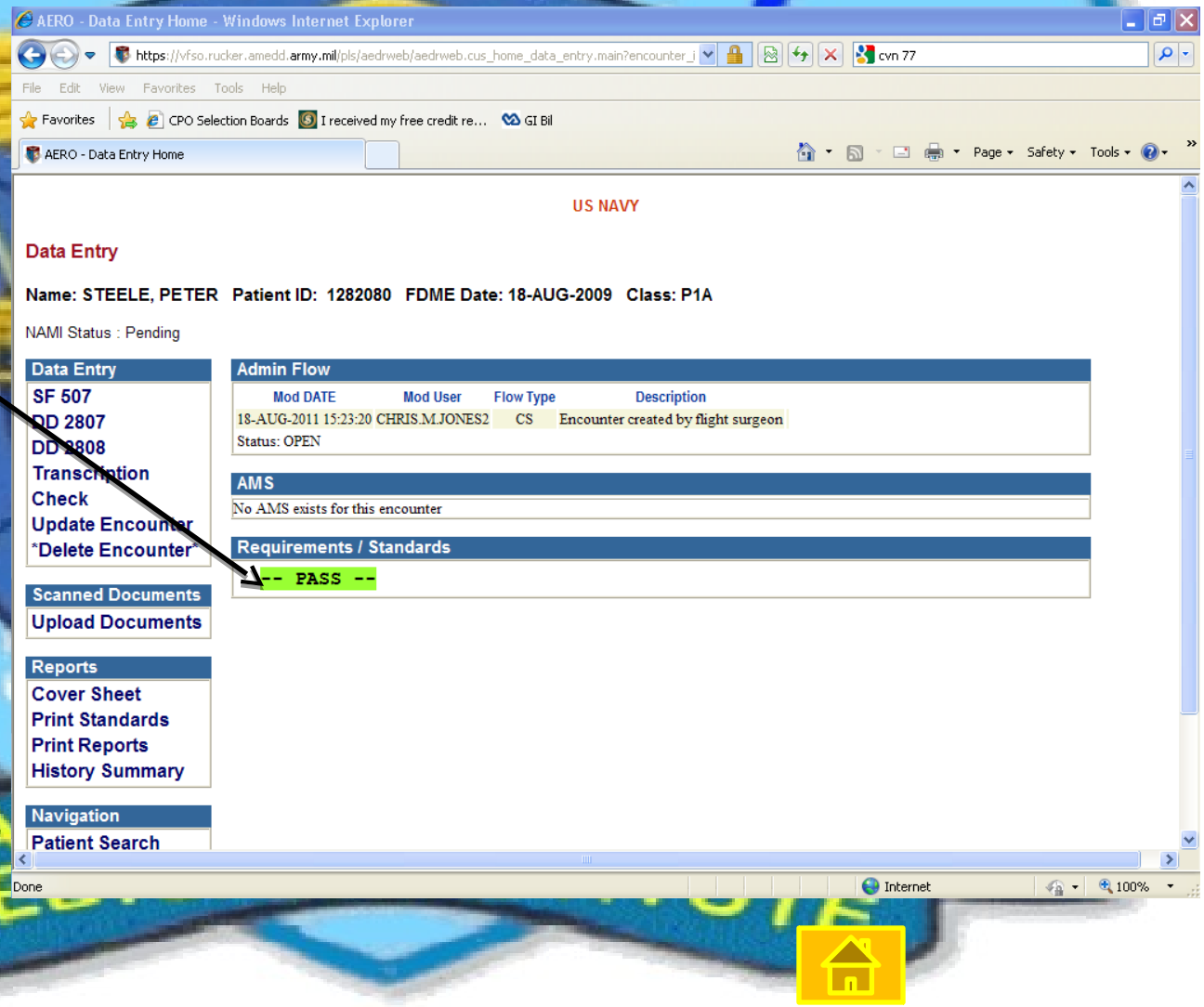
Entering Patients into AERO, cont…



One item to note: When entering patient data into the DD2808, on screen 1a, you may encounter some difficulty with finding the examining facility. The most efficient method to locate your clinic is ~~to enter your Zip Code~~ and select from the options.

Entering Patients into AERO, cont…

If everything is transcribed correctly, you will see:



NOTE: there is NO "submit", "completed", etc… button. AERO will automatically save your work for the submitting Flight Surgeon to review and endorse!

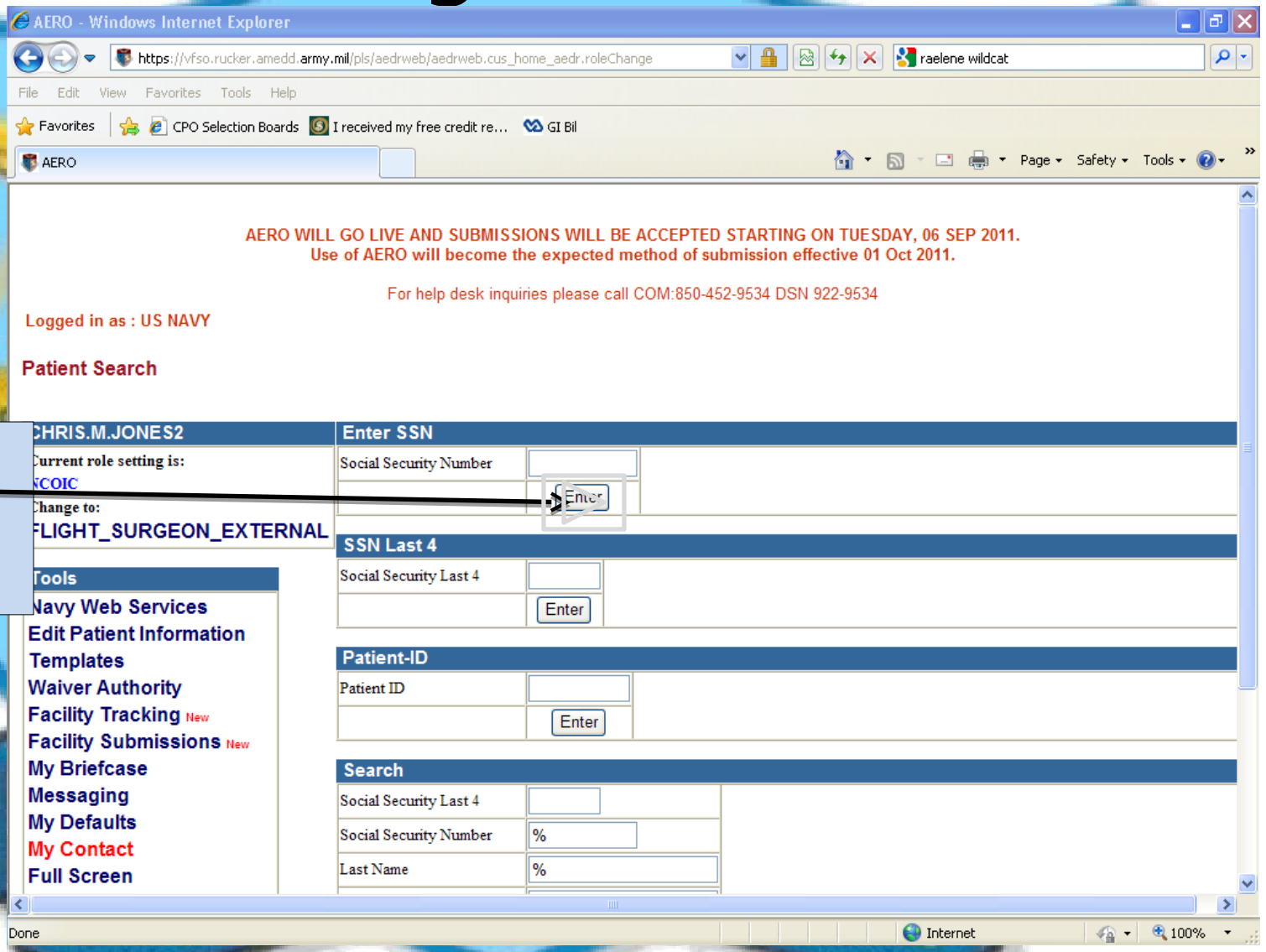
From here, make sure you pass this exam off to the Flight Surgeon to submit to NAMI. You can track by

Tracking Patients

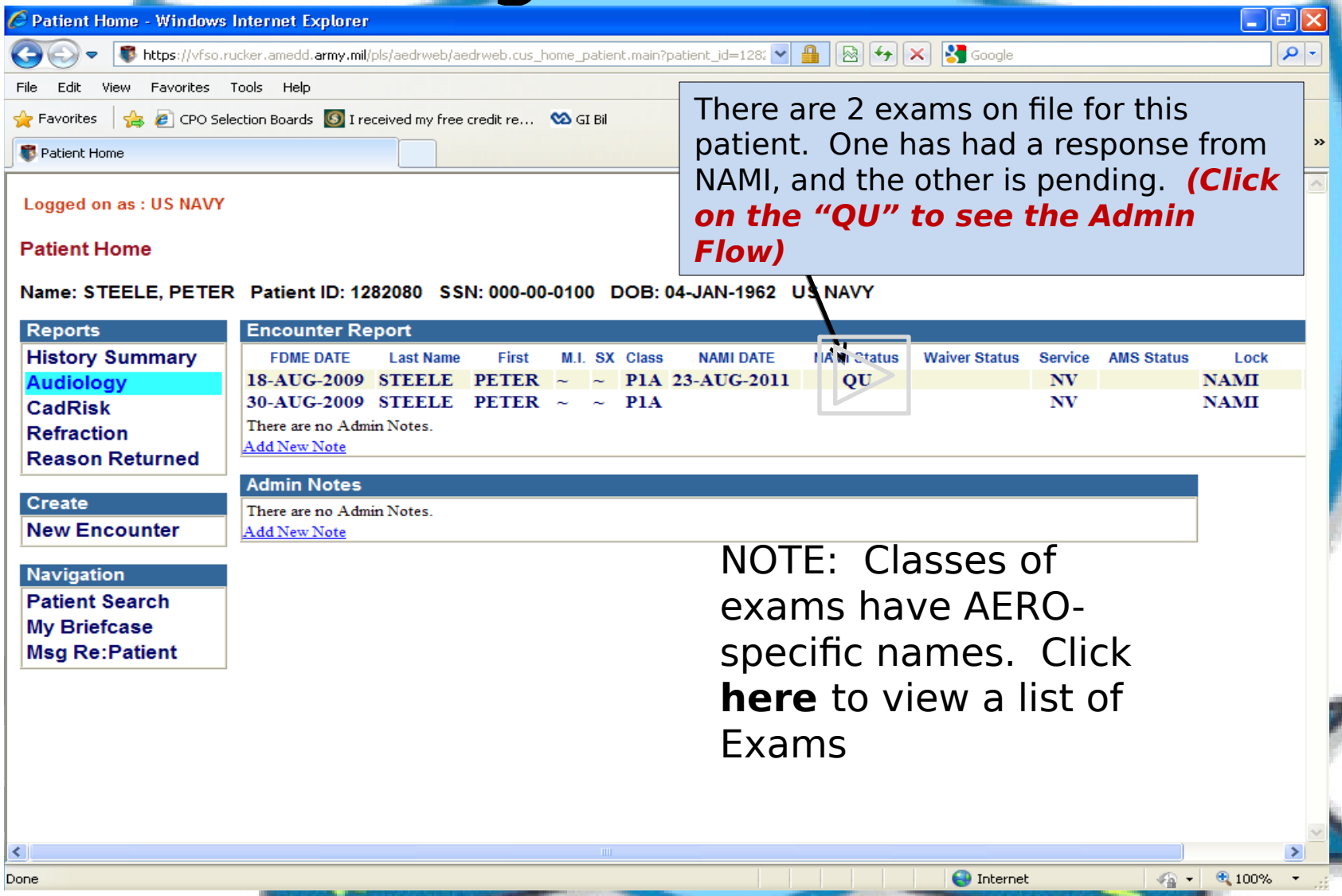
From the Home Screen:

Enter the Patient's SSN, Click ~~Enter~~

(Click enter to continue trainer…)

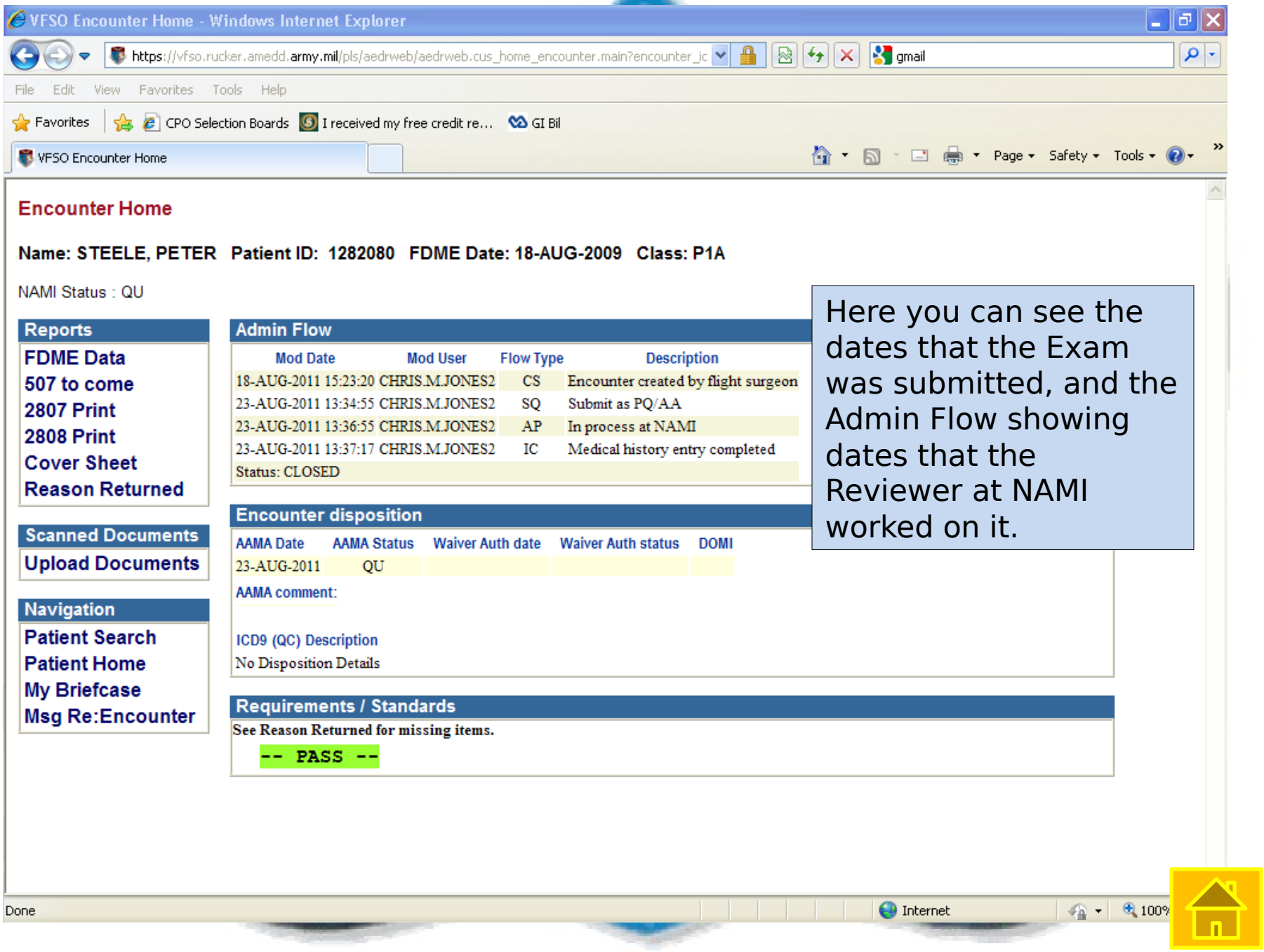


Tracking Patients cont…



There are 2 exams on file for this patient. One has had a response from NAMI, and the other is pending. ***(Click on the "QU" to see the Admin Flow)***

NOTE: Classes of exams have AERO-specific names. Click **here** to view a list of Exams


VFSO Encounter Home - Windows Internet Explorer
https://vfso.rucker.amedd.army.mil/pls/aedrweb/aedrweb.cus_home_encounter.main?encounter_ic
gmail
File Edit View Favorites Tools Help
Favorites
CPO Selection Boards
I received my free credit re...
GI Bil
VFSO Encounter Home
Page Safety Tools
Encounter Home
Name: STEELE, PETER Patient ID: 1282080 FDME Date: 18-AUG-2009 Class: P1A
NAMI Status : QU
Reports
FDME Data
507 to come
2807 Print
2808 Print
Cover Sheet
Reason Returned
Scanned Documents
Upload Documents
Navigation
Patient Search
Patient Home
My Briefcase
Msg Re:Encounter
Admin Flow
Mod Date Mod User Flow Type Description
18-AUG-2011 15:23:20 CHRIS.M.JONES2 CS Encounter created by flight surgeon
23-AUG-2011 13:34:55 CHRIS.M.JONES2 SQ Submit as PQ/AA
23-AUG-2011 13:36:55 CHRIS.M.JONES2 AP In process at NAMI
23-AUG-2011 13:37:17 CHRIS.M.JONES2 IC Medical history entry completed
Status: CLOSED
Encounter disposition
AAMA Date AAMA Status Waiver Auth date Waiver Auth status DOMI
23-AUG-2011 QU
AAMA comment:
ICD9 (QC) Description
No Disposition Details
Requirements / Standards
See Reason Returned for missing items.
-- PASS --
Here you can see the dates that the Exam was submitted, and the Admin Flow showing dates that the Reviewer at NAMI worked on it.
Done
Internet
100%

Flight Surgeon Role

Flight Surgeons are called "FLIGHT_SURGEON_EXTERNAL" in AERO.

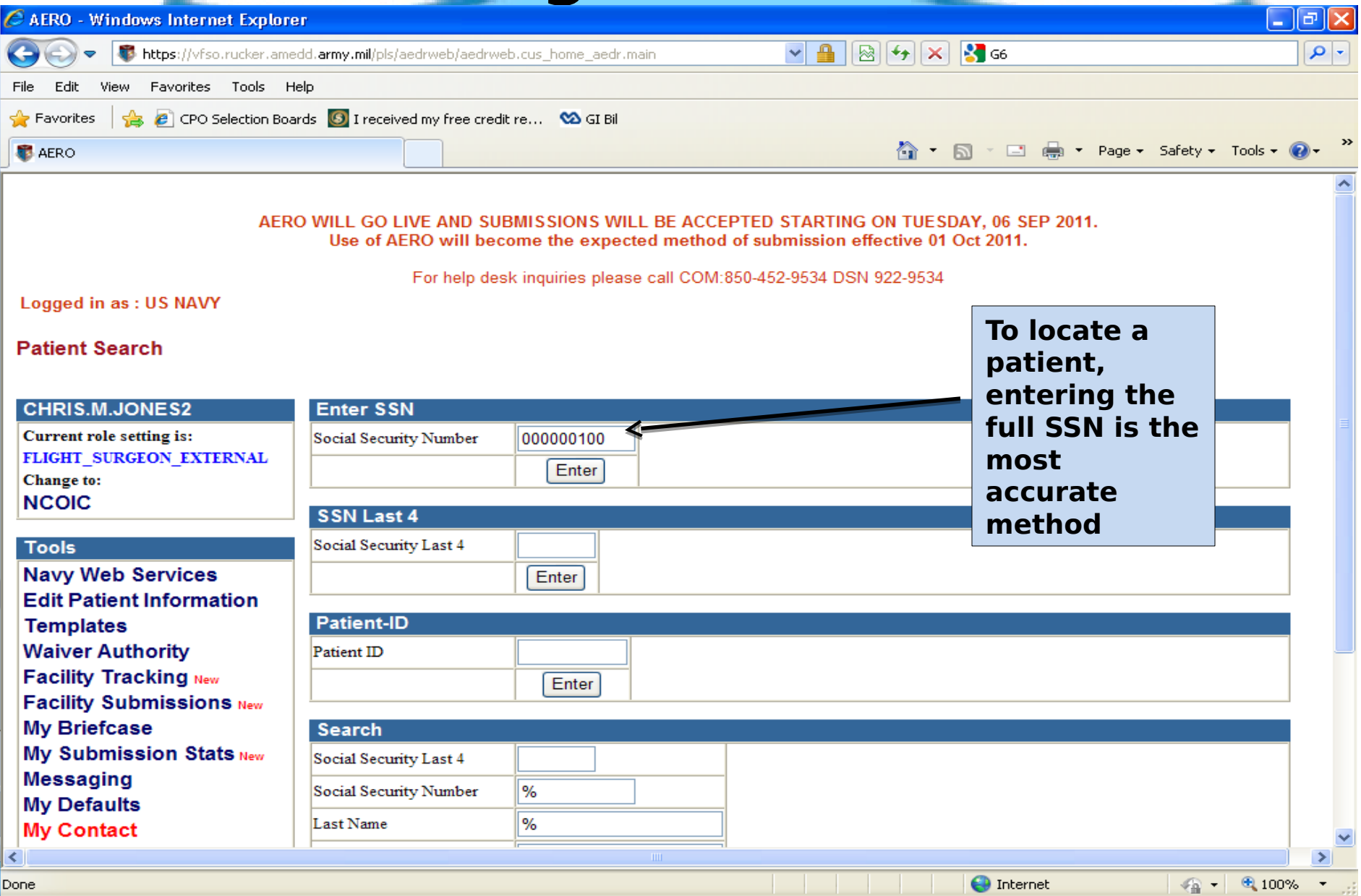
-Only this Role can submit examinations to NAMI.

-Review AVT Role Trainer to learn the steps to transcribe data and track patients in AERO.

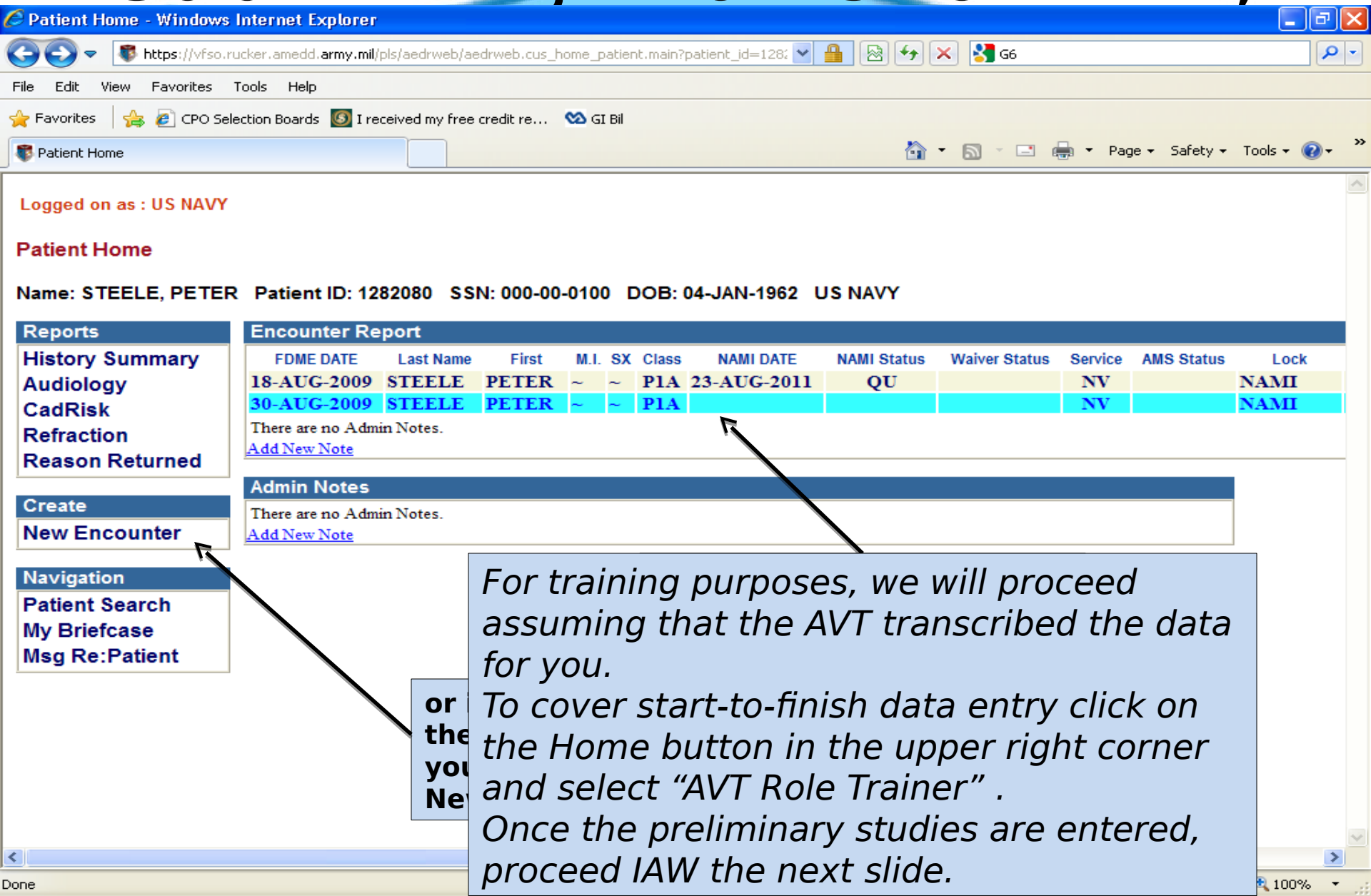
-Flight Surgeons also create Aeromedical Summaries (AMS) using the templates.

-Click here to search for your Facility. As is prone to happen, another Flight Surgeon may deploy without being able to complete all examinations started. To take contro cosign or

Submitting Exams to NAMI



Submitting Exams to NAMI,

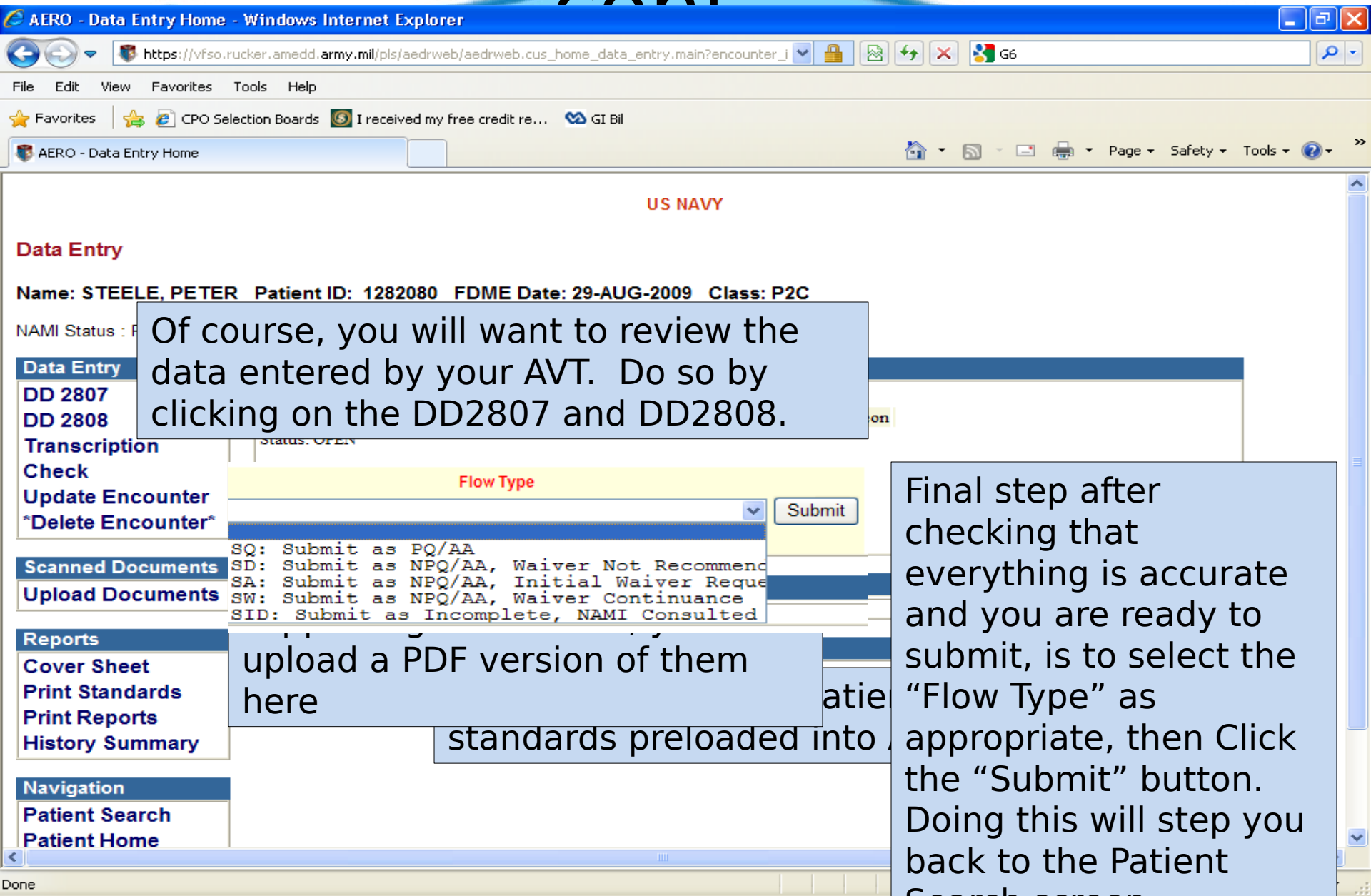


For training purposes, we will proceed assuming that the AVT transcribed the data for you.

To cover start-to-finish data entry click on the Home button in the upper right corner and select "AVT Role Trainer" .

Once the preliminary studies are entered, proceed IAW the next slide.

Submitting Exams to NAMI, cont


AERO - Data Entry Home - Windows Internet Explorer
https://vfso.rucker.amedd.army.mil/pls/aedrweb/aedrweb.cus_home_data_entry.main?encounter_i
File Edit View Favorites Tools Help
Favorites CPO Selection Boards I received my free credit re... GI Bil
AERO - Data Entry Home
Page Safety Tools
US NAVY
Data Entry
Name: STEELE, PETER Patient ID: 1282080 FDME Date: 29-AUG-2009 Class: P2C
NAMI Status :
Data Entry
DD 2807
DD 2808
Transcription
Check
Update Encounter
Delete Encounter
Scanned Documents
Upload Documents
Reports
Cover Sheet
Print Standards
Print Reports
History Summary
Navigation
Patient Search
Patient Home
Flow Type
Submit
SQ: Submit as PQ/AA
SD: Submit as NPQ/AA, Waiver Not Recommend
SA: Submit as NPQ/AA, Initial Waiver Reque
SW: Submit as NPQ/AA, Waiver Continuance
SID: Submit as Incomplete, NAMI Consulted
Of course, you will want to review the data entered by your AVT. Do so by clicking on the DD2807 and DD2808.
upload a PDF version of them here
standards preloaded into
Final step after checking that everything is accurate and you are ready to submit, is to select the "Flow Type" as appropriate, then Click the "Submit" button. Doing this will step you back to the Patient
Done

Submitting Exams to NAMI, cont…

- Once the exam is submitted, and you are on the Patient Search screen, reenter the patient's SSN.
- You will see a list of all exams pending and approved for your patient. Select the one you just submitted.
- On the LEFT side of the screen, you will see new options to "2807 Print" and "2808 Print"
- The print option will only be available after submitting the exam to NAMI!

Creating an AMS

Some notes on AMS business practices

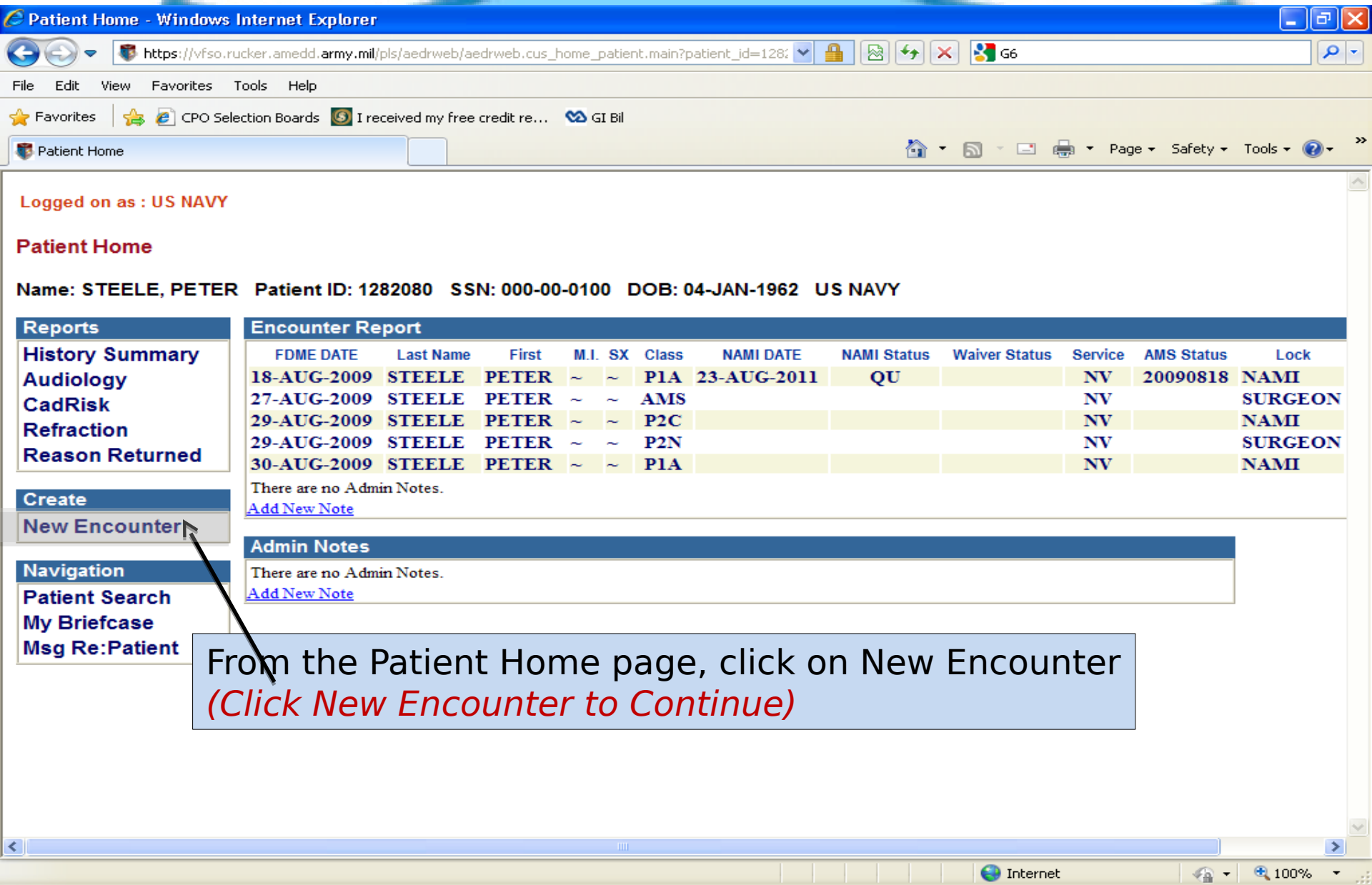
-An Aeromedical Summary in AERO requires that you have a completed exam on file
for **the same or an earlier date** as the AMS you are submitting.

-THIS IS VERY IMPORTANT to keep in mind when submitting AMS, as you will not be
able to submit an AMS without linking it to a Physical Exam on file.

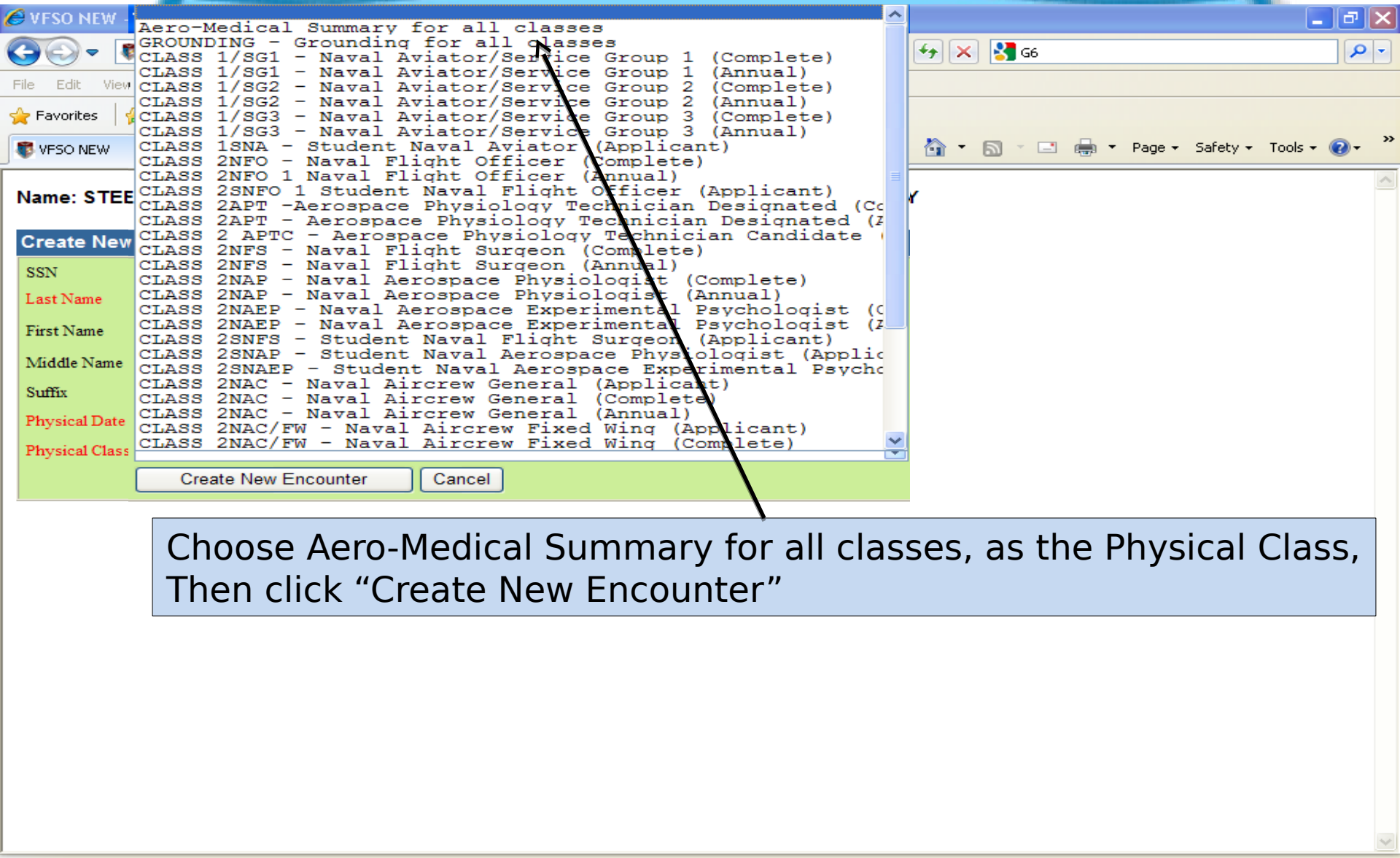
-THE GOOD NEW IS, the exam you link the AMS to can be a short flight; does not
have to be a complete DD2808/DD2807 exam.

-The actual AMS module is fairly comprehensive, with straight-forward fill in the
blanks.

Creating an AMS, cont...

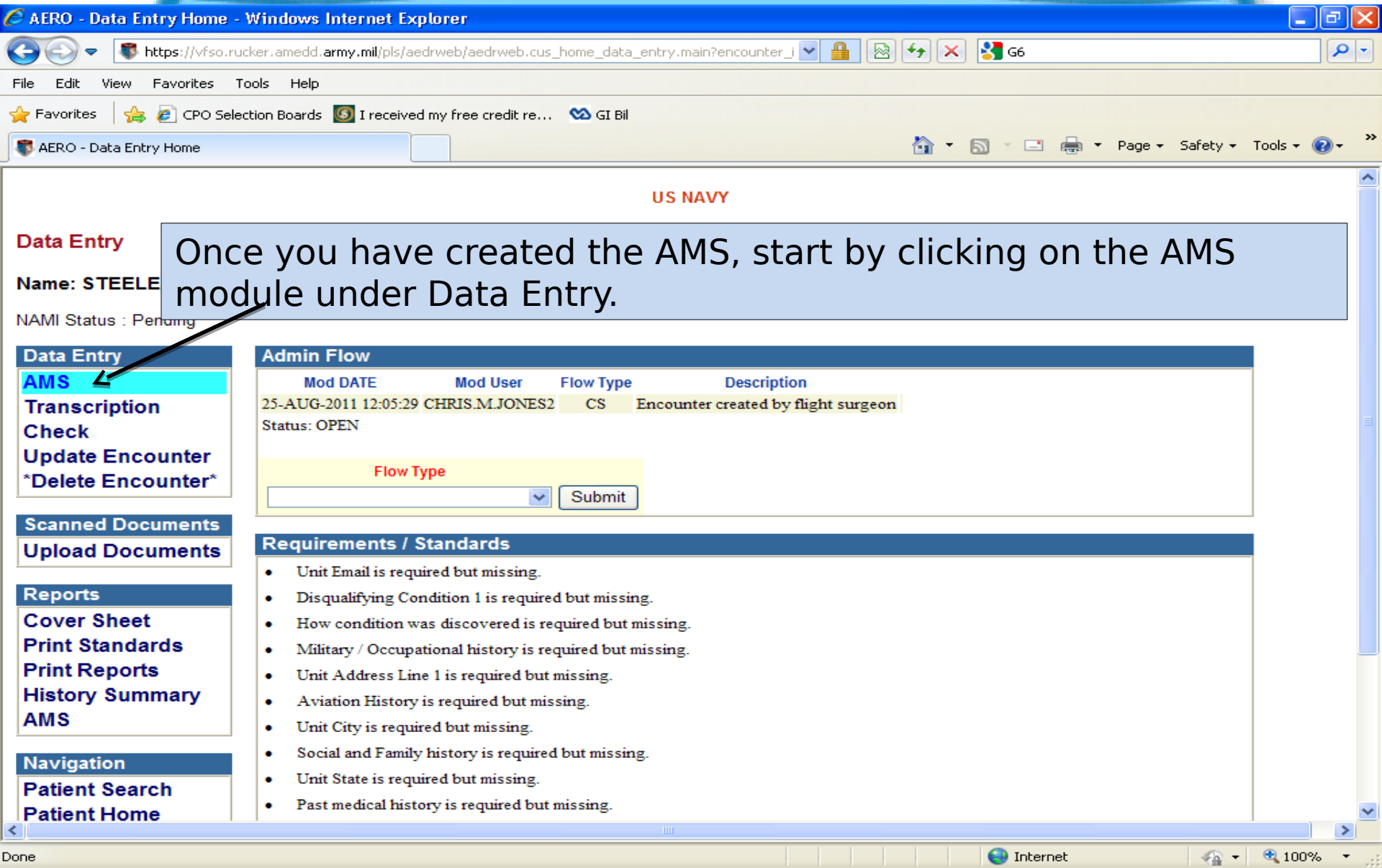

Patient Home - Windows Internet Explorer
https://vfso.rucker.amedd.army.mil/pls/aedrweb/aedrweb.cus_home_patient.main?patient_id=128
File Edit View Favorites Tools Help
Favorites CPO Selection Boards I received my free credit re... GI Bil
Patient Home
Page Safety Tools
Logged on as : US NAVY
Patient Home
Name: STEELE, PETER Patient ID: 1282080 SSN: 000-00-0100 DOB: 04-JAN-1962 US NAVY
Reports
History Summary
Audiology
CadRisk
Refraction
Reason Returned
Create
New Encounter
Navigation
Patient Search
My Briefcase
Msg Re:Patient
Encounter Report
FDME DATE Last Name First M.I. SX Class NAMI DATE NAMI Status Waiver Status Service AMS Status Lock
18-AUG-2009 STEELE PETER ~ ~ P1A 23-AUG-2011 QU NV 20090818 NAMI
27-AUG-2009 STEELE PETER ~ ~ AMS NV SURGEON
29-AUG-2009 STEELE PETER ~ ~ P2C NV NAMI
29-AUG-2009 STEELE PETER ~ ~ P2N NV SURGEON
30-AUG-2009 STEELE PETER ~ ~ P1A NV NAMI
There are no Admin Notes.
Add New Note
Admin Notes
There are no Admin Notes.
Add New Note
From the Patient Home page, click on New Encounter
(Click New Encounter to Continue)
Internet
100%

Creating an AMS, cont…

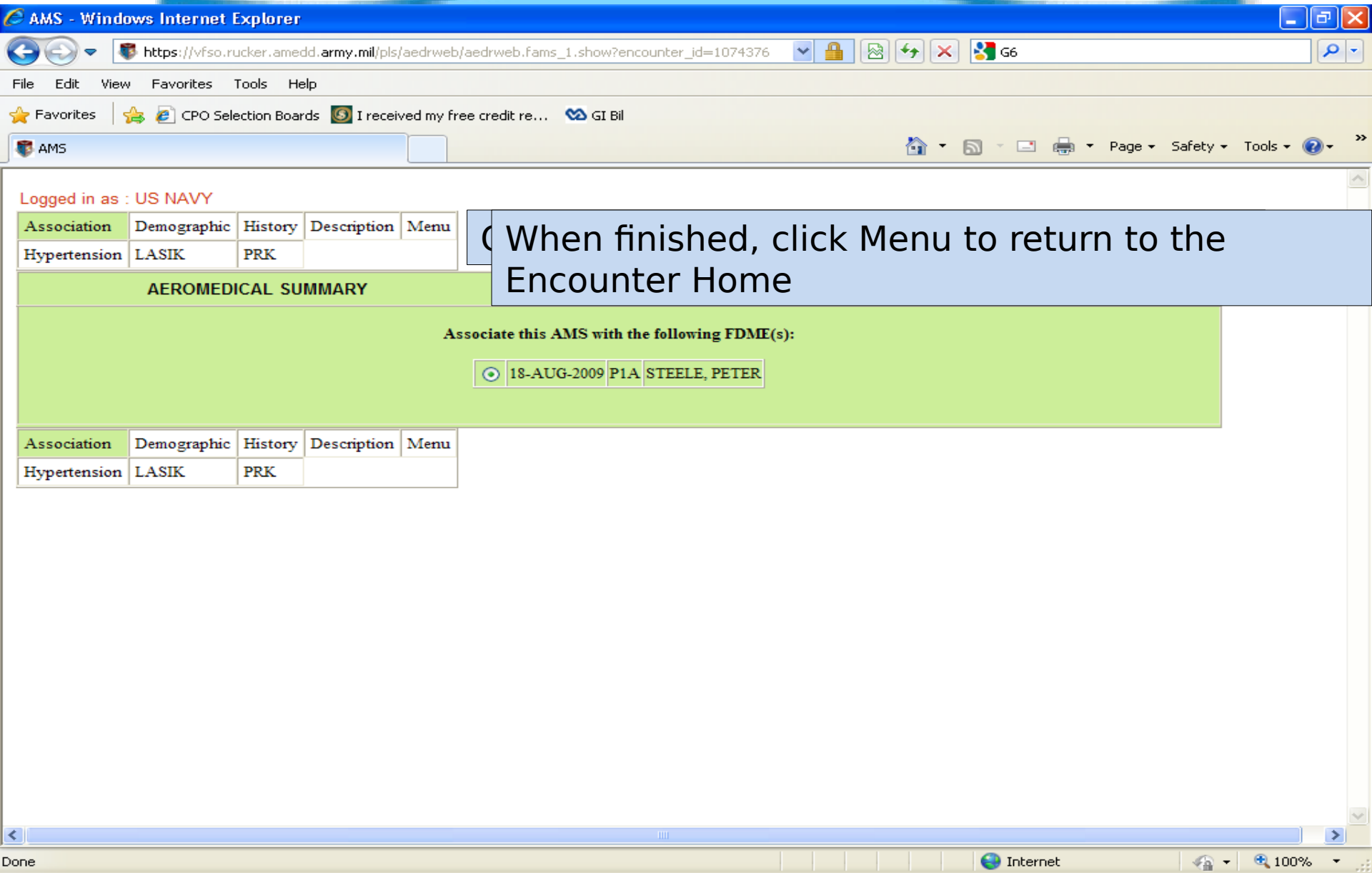

VFSO NEW
Aero-Medical Summary for all classes
GROUNDING - Grounding for all classes
CLASS 1/SG1 - Naval Aviator/Service Group 1 (Complete)
CLASS 1/SG1 - Naval Aviator/Service Group 1 (Annual)
CLASS 1/SG2 - Naval Aviator/Service Group 2 (Complete)
CLASS 1/SG2 - Naval Aviator/Service Group 2 (Annual)
CLASS 1/SG3 - Naval Aviator/Service Group 3 (Complete)
CLASS 1/SG3 - Naval Aviator/Service Group 3 (Annual)
CLASS 1SNA - Student Naval Aviator (Applicant)
CLASS 2NFO - Naval Flight Officer (Complete)
CLASS 2NFO 1 Naval Flight Officer (Annual)
CLASS 2SNFO 1 Student Naval Flight Officer (Applicant)
CLASS 2APT -Aerospace Physiology Technician Designated
CLASS 2APT - Aerospace Physiology Technician Designated
CLASS 2 APTC - Aerospace Physiology Technician Candidate
CLASS 2NFS - Naval Flight Surgeon (Complete)
CLASS 2NFS - Naval Flight Surgeon (Annual)
CLASS 2NAP - Naval Aerospace Physiologist (Complete)
CLASS 2NAP - Naval Aerospace Physiologist (Annual)
CLASS 2NAEP - Naval Aerospace Experimental Psychologist
CLASS 2NAEP - Naval Aerospace Experimental Psychologist
CLASS 2SNFS - Student Naval Flight Surgeon (Applicant)
CLASS 2SNAP - Student Naval Aerospace Physiologist
CLASS 2SNAEP - Student Naval Aerospace Experimental
CLASS 2NAC - Naval Aircrew General (Applicant)
CLASS 2NAC - Naval Aircrew General (Complete)
CLASS 2NAC - Naval Aircrew General (Annual)
CLASS 2NAC/FW - Naval Aircrew Fixed Wing (Applicant)
CLASS 2NAC/FW - Naval Aircrew Fixed Wing (Complete)
Create New Encounter
Cancel
Name: STEE
Create New
SSN
Last Name
First Name
Middle Name
Suffix
Physical Date
Physical Class
Favorites
Page
Safety
Tools
Done
Internet
100%

Choose Aero-Medical Summary for all classes, as the Physical Class, Then click “Create New Encounter”

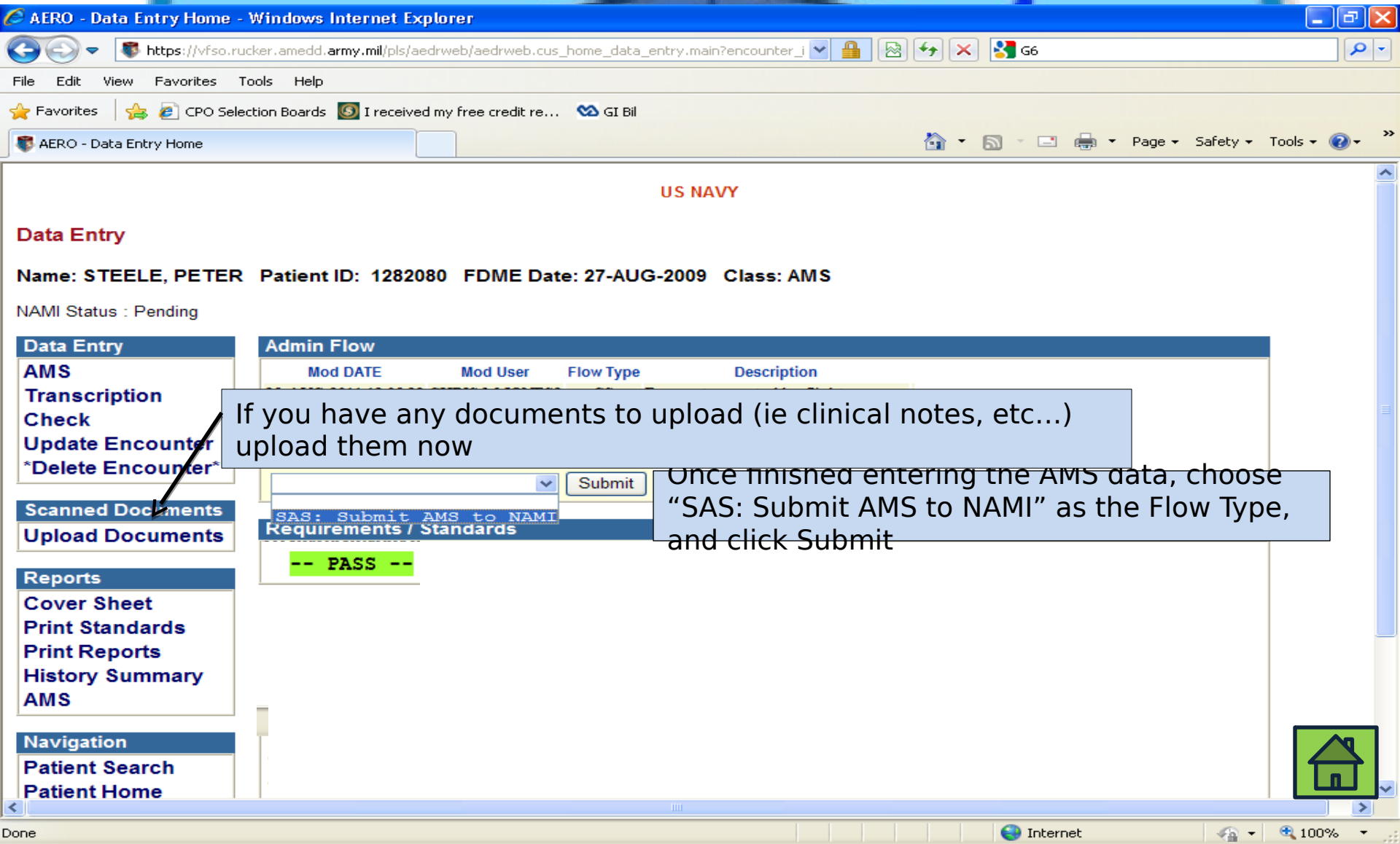
Creating an AMS, cont…



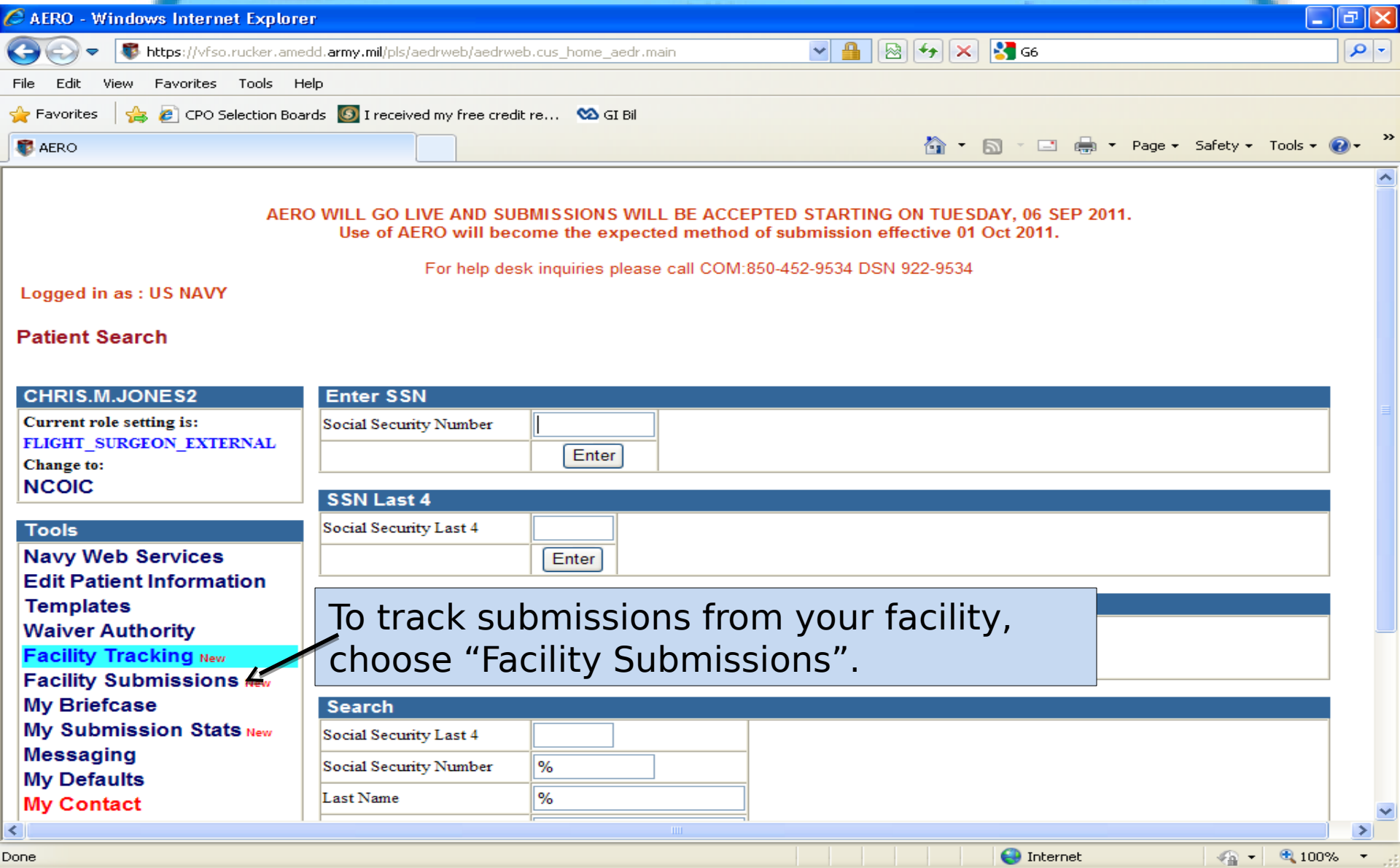
Creating an AMS, cont…



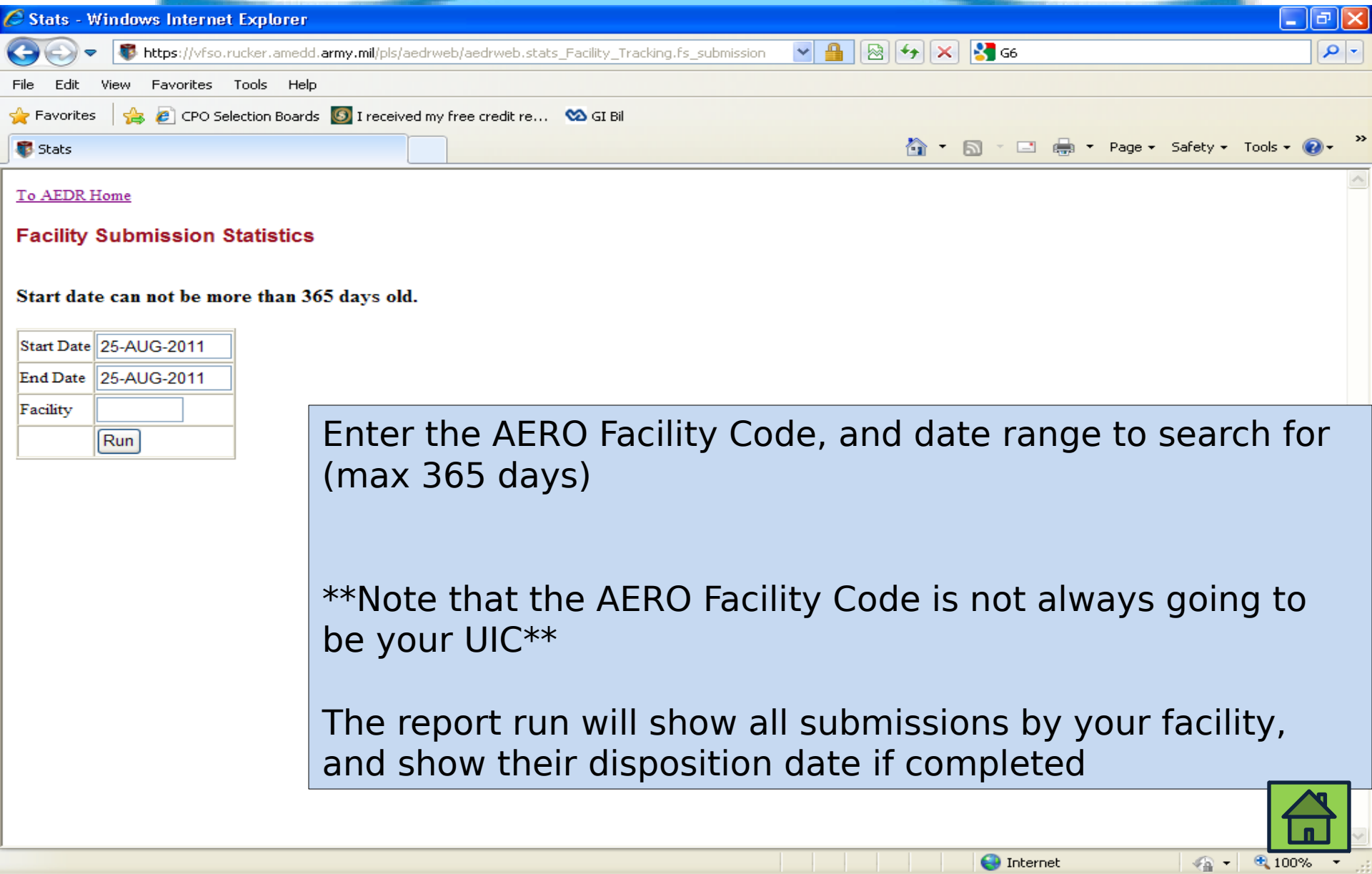
Creating an AMS, cont…



Facility Search



Facility Search, cont…

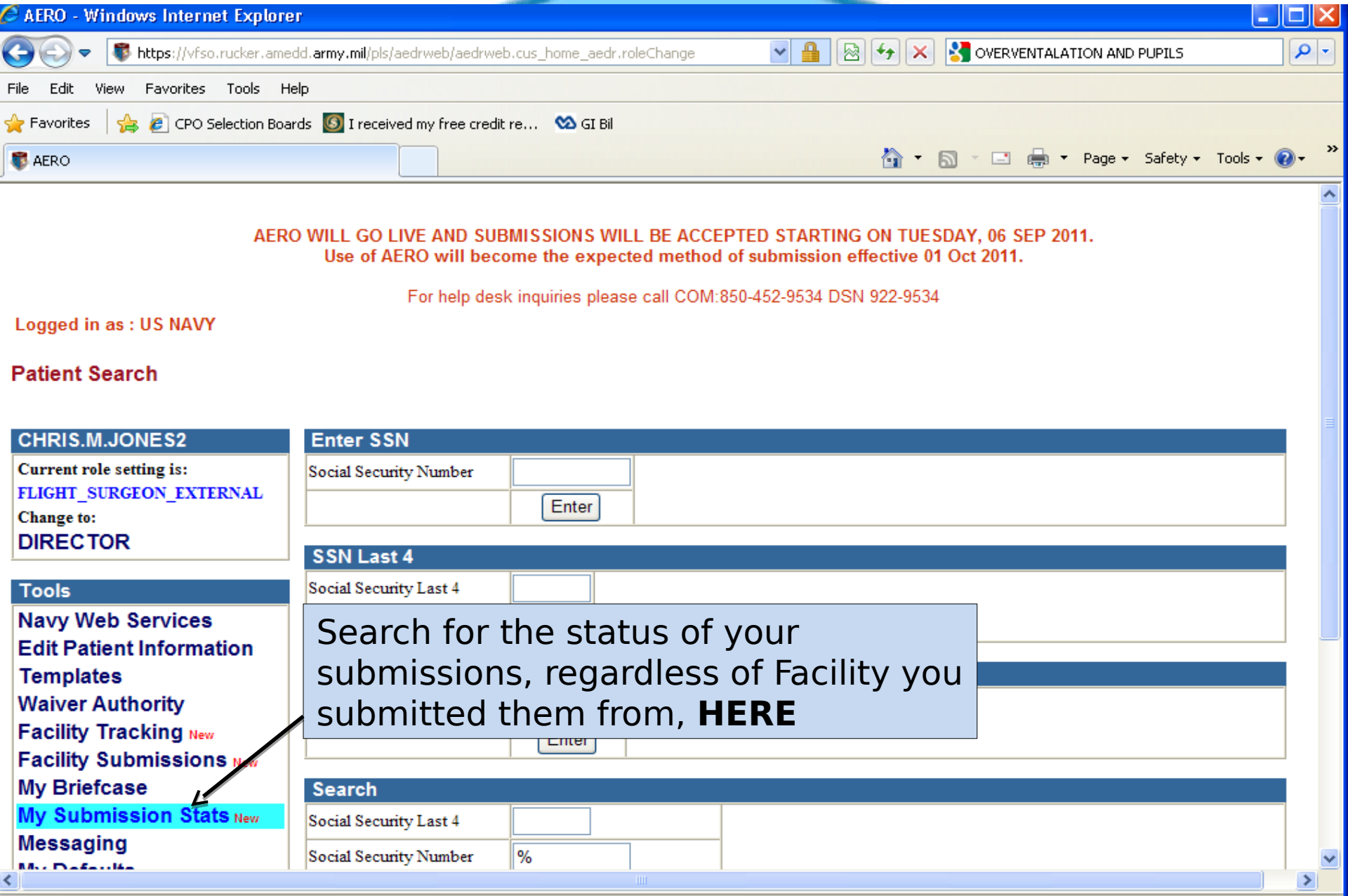


Enter the AERO Facility Code, and date range to search for (max 365 days)

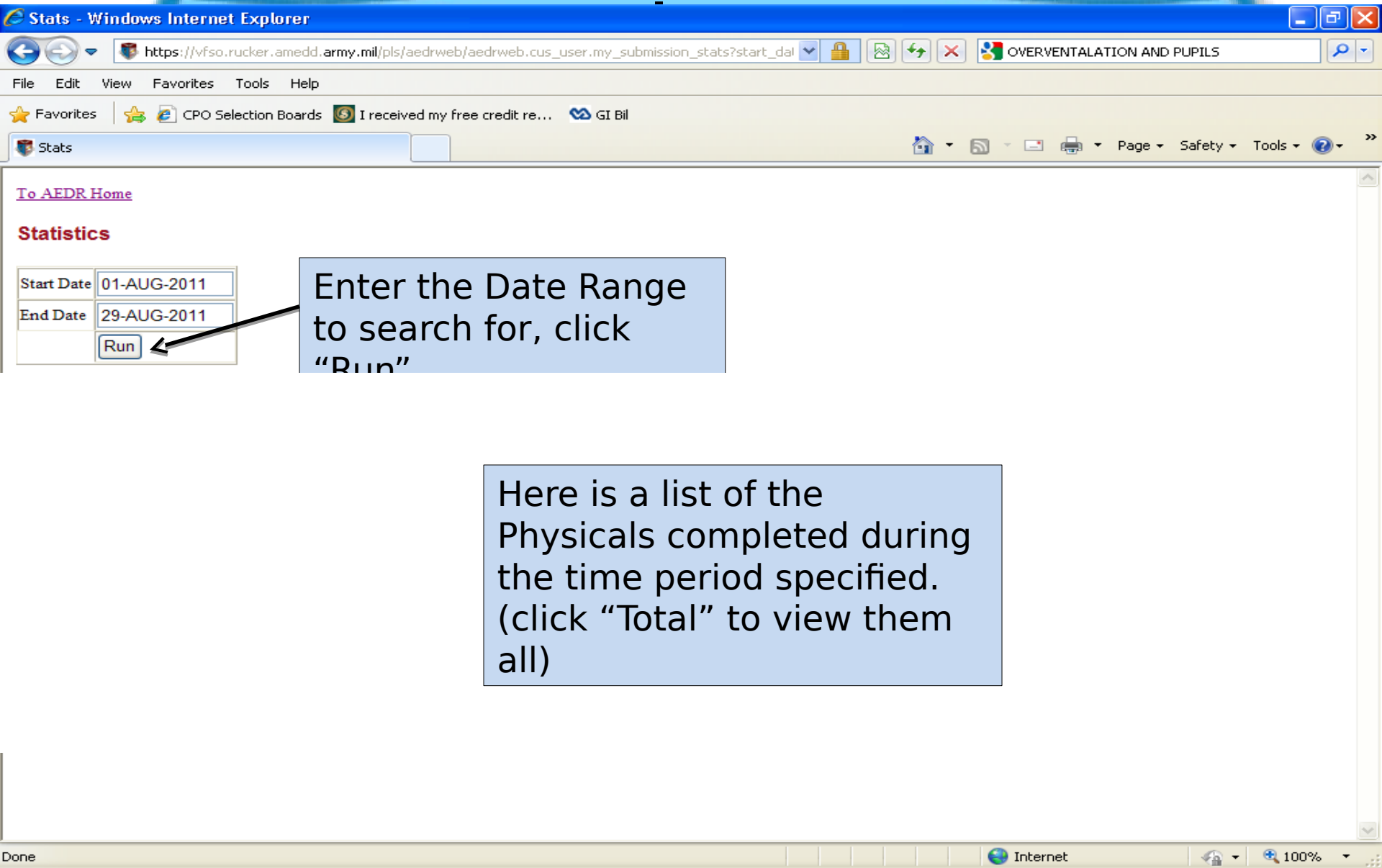
Note that the AERO Facility Code is not always going to be your UIC

The report run will show all submissions by your facility, and show their disposition date if completed

“DI”: Disqualified



“DI”: Disqualified

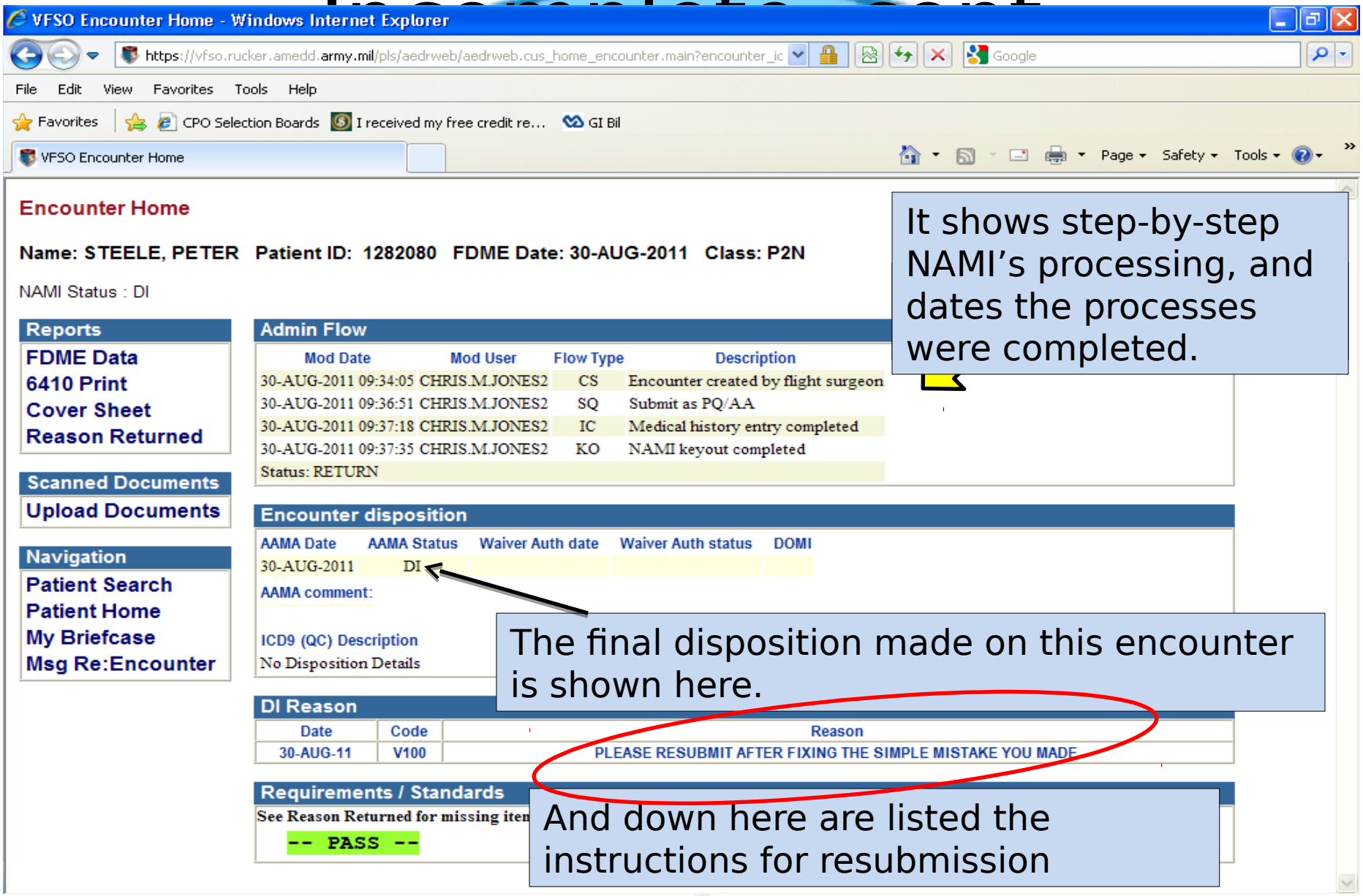


“DI”: Disqualified Incomplete, cont

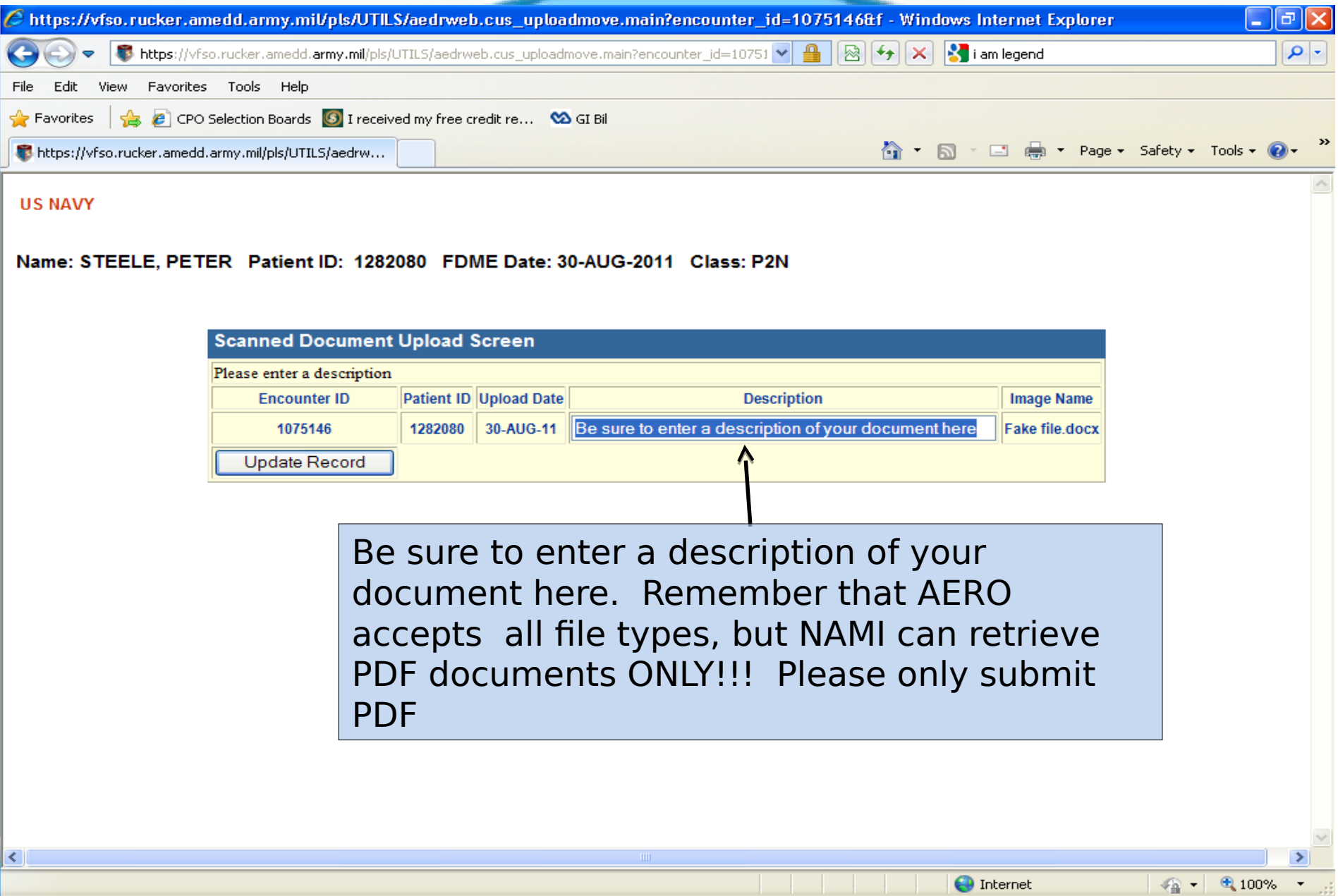
**** The next screen shot is omitted as it contains actual patient information****

The next screen will show a list of all the submissions you have made during the time period specified. There are toggle-able columns that you can specify what to search by. One of those columns is called “AAMA Status” (soon to be renamed as “NAMI Status”). This will list your patient’s dispositions from NAMI. Status “DI” indicates that we need the exam to be resubmitted. Click your mouse to show the

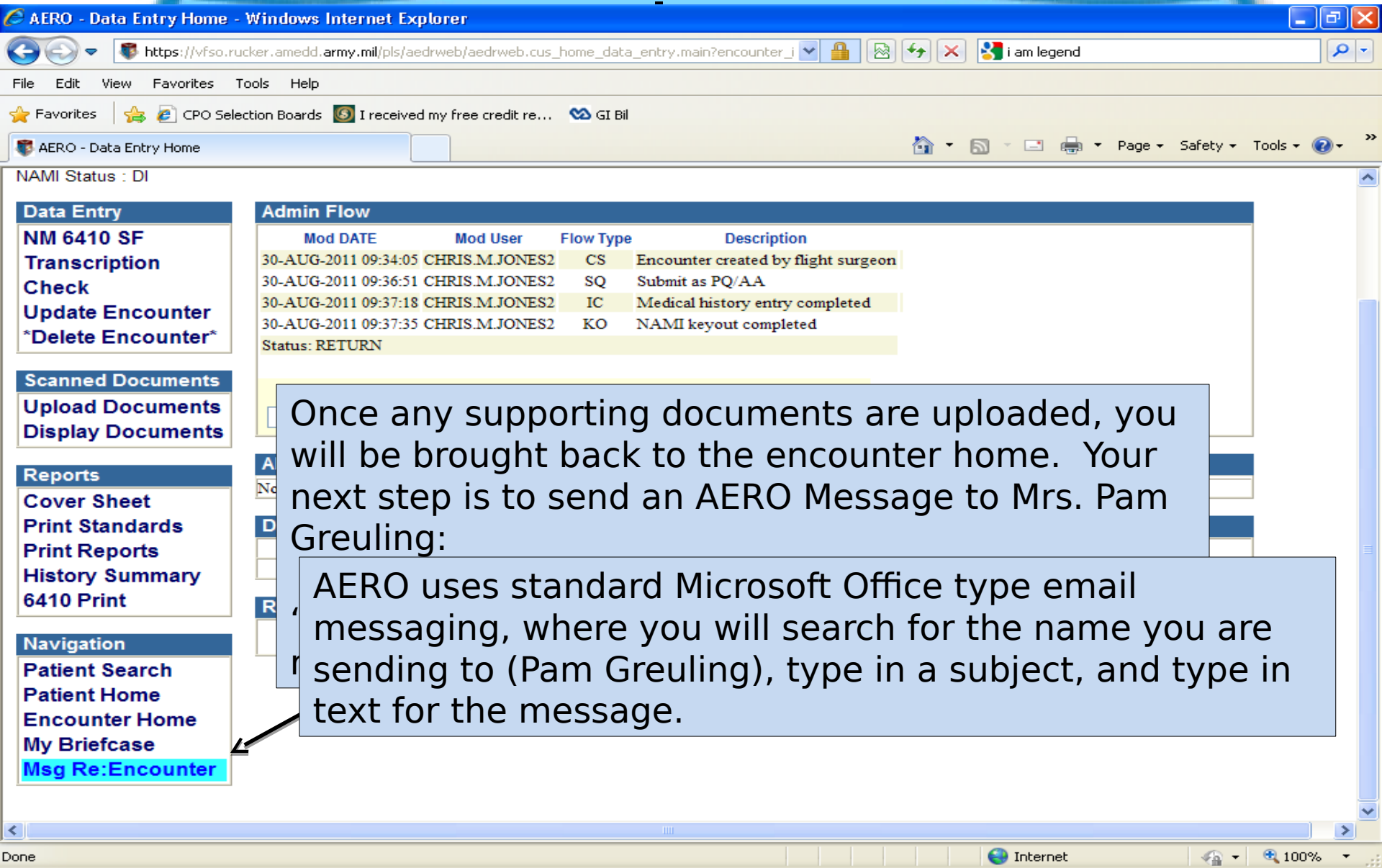
“DI”: Disqualified Incomplete sent


VFSO Encounter Home - Windows Internet Explorer
https://vfso.rucker.amedd.army.mil/pls/aedrweb/aedrweb.cus_home_encounter.main?encounter_ic
File Edit View Favorites Tools Help
Favorites CPO Selection Boards I received my free credit re... GI Bil
VFSO Encounter Home
Page Safety Tools
Encounter Home
Name: STEELE, PETER Patient ID: 1282080 FDME Date: 30-AUG-2011 Class: P2N
NAMI Status : DI
Reports
FDME Data
6410 Print
Cover Sheet
Reason Returned
Scanned Documents
Upload Documents
Navigation
Patient Search
Patient Home
My Briefcase
Msg Re:Encounter
Admin Flow
Mod Date | Mod User | Flow Type | Description
30-AUG-2011 09:34:05 | CHRIS.M.JONES2 | CS | Encounter created by flight surgeon
30-AUG-2011 09:36:51 | CHRIS.M.JONES2 | SQ | Submit as PQ/AA
30-AUG-2011 09:37:18 | CHRIS.M.JONES2 | IC | Medical history entry completed
30-AUG-2011 09:37:35 | CHRIS.M.JONES2 | KO | NAMI keyout completed
Status: RETURN
Encounter disposition
AAMA Date | AAMA Status | Waiver Auth date | Waiver Auth status | DOMI
30-AUG-2011 | DI
AAMA comment:
ICD9 (QC) Description
No Disposition Details
DI Reason
Date | Code | Reason
30-AUG-11 | V100 | PLEASE RESUBMIT AFTER FIXING THE SIMPLE MISTAKE YOU MADE
Requirements / Standards
See Reason Returned for missing iten
-- PASS --
It shows step-by-step NAMI’s processing, and dates the processes were completed.
The final disposition made on this encounter is shown here.
And down here are listed the instructions for resubmission

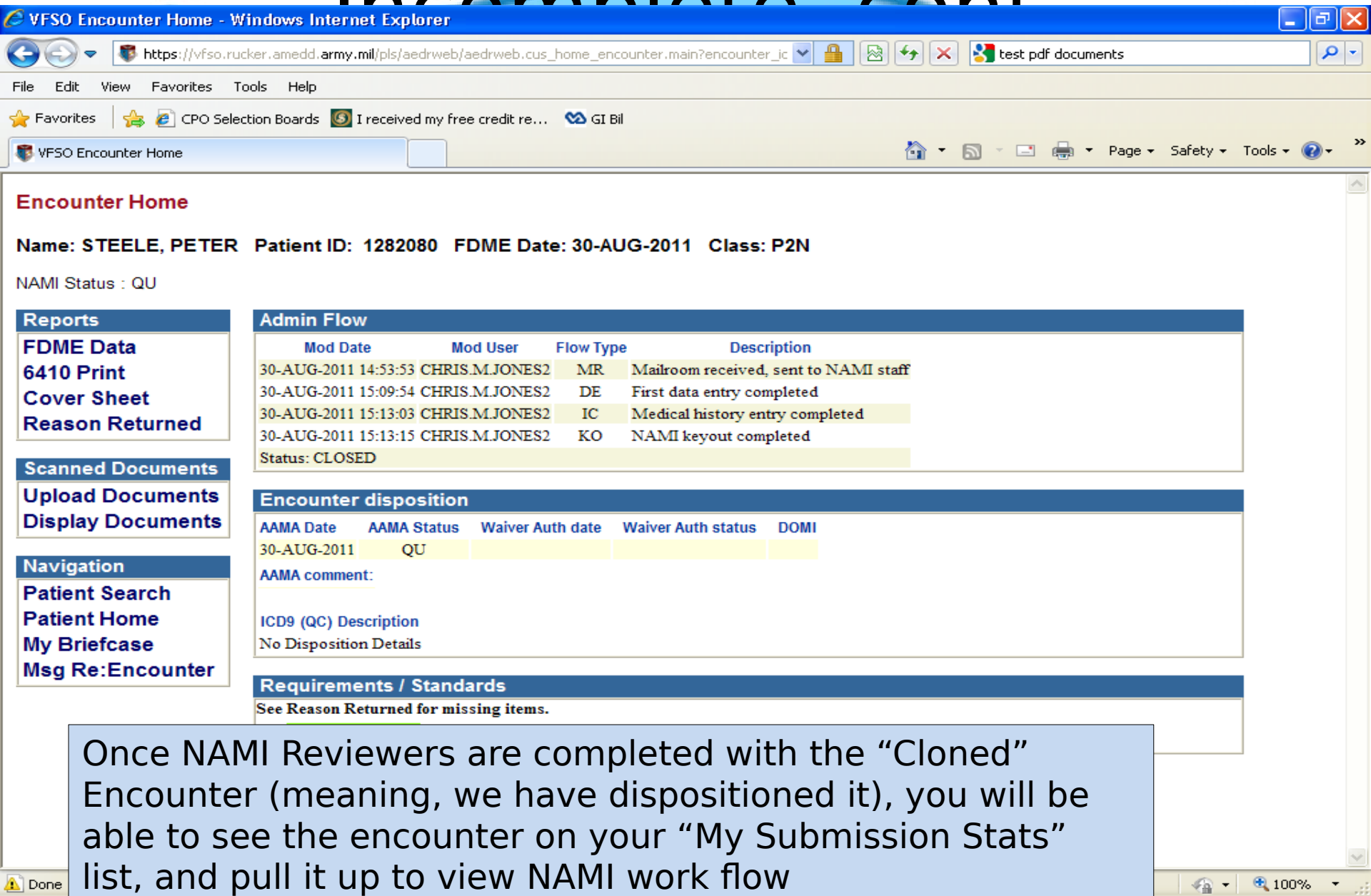
“DI”: Disqualified



“DI”: Disqualified



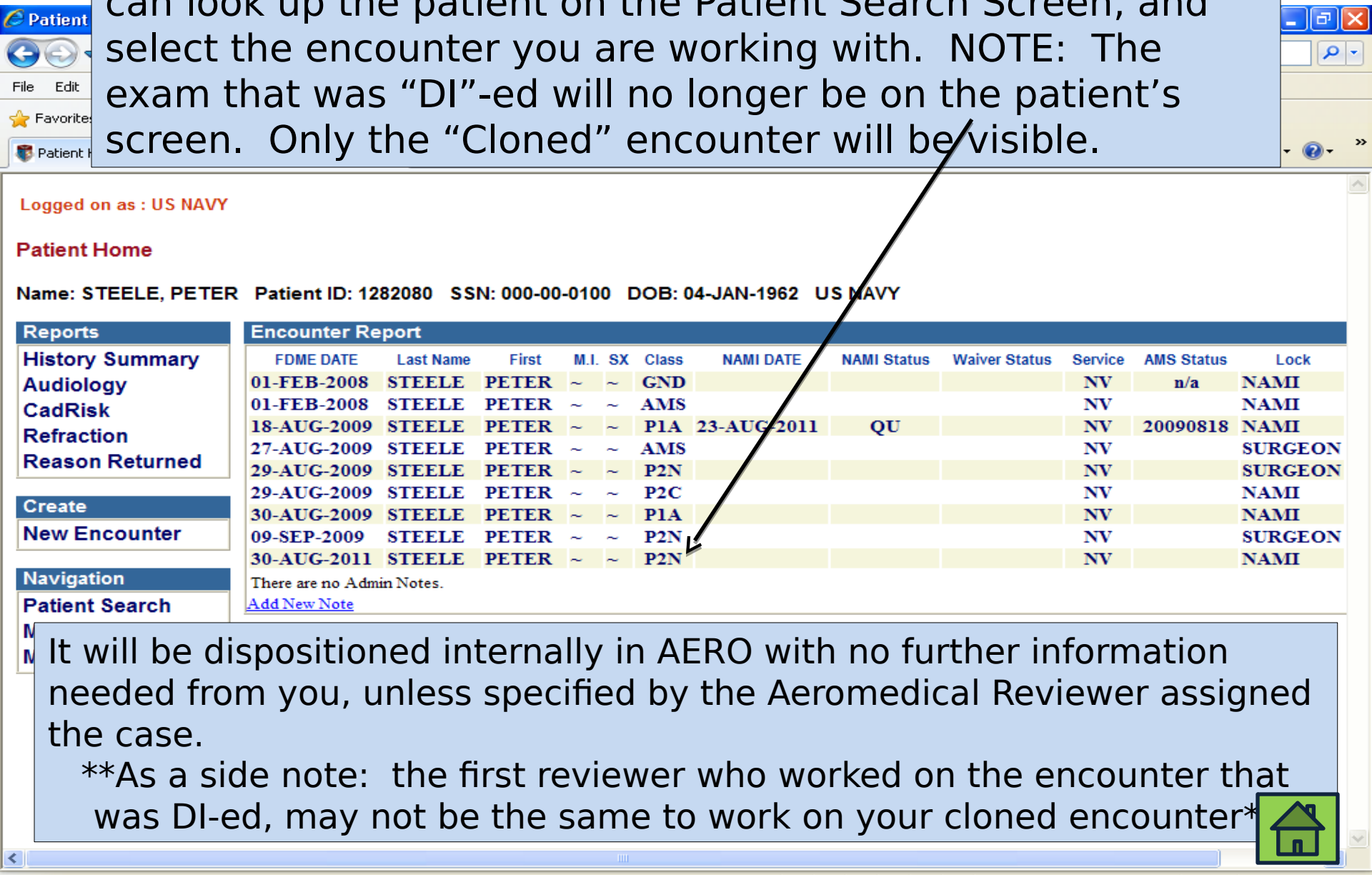
“DI”: Disqualified Incomplete cont



Once NAMI Reviewers are completed with the “Cloned” Encounter (meaning, we have dispositioned it), you will be able to see the encounter on your “My Submission Stats” list, and pull it up to view NAMI work flow

"DI": Disqualified

When you receive an AERO Message reply from NAMI, you can look up the patient on the Patient Search Screen, and select the encounter you are working with. NOTE: The exam that was "DI"-ed will no longer be on the patient's screen. Only the "Cloned" encounter will be visible.


Patient
File Edit
Favorites
Logged on as : US NAVY
Patient Home
Name: STEELE, PETER Patient ID: 1282080 SSN: 000-00-0100 DOB: 04-JAN-1962 US NAVY
Reports
History Summary
Audiology
CadRisk
Refraction
Reason Returned
Create
New Encounter
Navigation
Patient Search
Encounter Report
FDME DATE Last Name First M.I. SX Class NAMI DATE NAMI Status Waiver Status Service AMS Status Lock
01-FEB-2008 STEELE PETER ~ ~ GND NV n/a NAMI
01-FEB-2008 STEELE PETER ~ ~ AMS NV NAMI
18-AUG-2009 STEELE PETER ~ ~ P1A 23-AUG-2011 QU NV 20090818 NAMI
27-AUG-2009 STEELE PETER ~ ~ AMS NV SURGEON
29-AUG-2009 STEELE PETER ~ ~ P2N NV SURGEON
29-AUG-2009 STEELE PETER ~ ~ P2C NV NAMI
30-AUG-2009 STEELE PETER ~ ~ P1A NV NAMI
09-SEP-2009 STEELE PETER ~ ~ P2N NV SURGEON
30-AUG-2011 STEELE PETER ~ ~ P2N NV NAMI
There are no Admin Notes.
Add New Note
Done
Internet
100%

It will be dispositioned internally in AERO with no further information needed from you, unless specified by the Aeromedical Reviewer assigned the case.

**As a side note: the first reviewer who worked on the encounter that was DI-ed, may not be the same to work on your cloned encounter*

Your AERO Tools

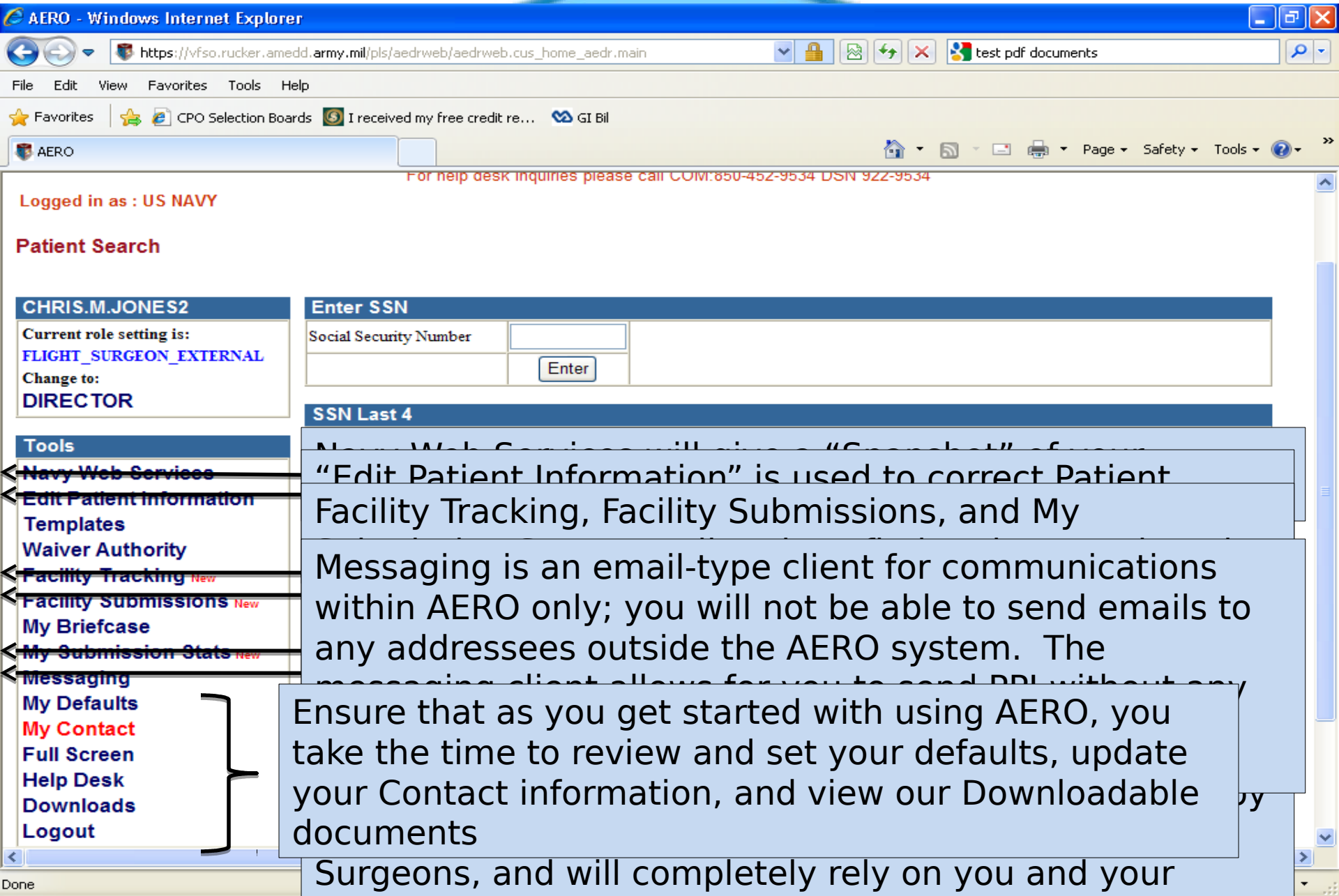
AERO is designed to assist with tracking patients, and to improve NAMI's responsiveness to the Fleet via our External Flight Surgeons.

AERO will allow NAMI to be more expeditious with responses to submissions from you, the End Users.

It does not have the same abilities for us to make interpretations on "What the Flight Surgeon MEANT to say…" In other words, if the AERO program tells us that an exam is submitted incorrectly without any expounding on your part, NAMI Reviewers MUST "DI" status the encounter, and ultimately notify the Waiver Authorities of our disposition of "Waiver Not Recommended At This Time" due to non Aeromedical Status Compliance.

Therefore, it is IMPERATIVE that you, as the End User Flight Surgeons and AVTs, familiarize yourself thoroughly with the AERO Tools described in this section of the trainer!

Your AERO Tools, cont



Navy Web Services will give a "Snapshot" of your

"Edit Patient Information" is used to correct Patient

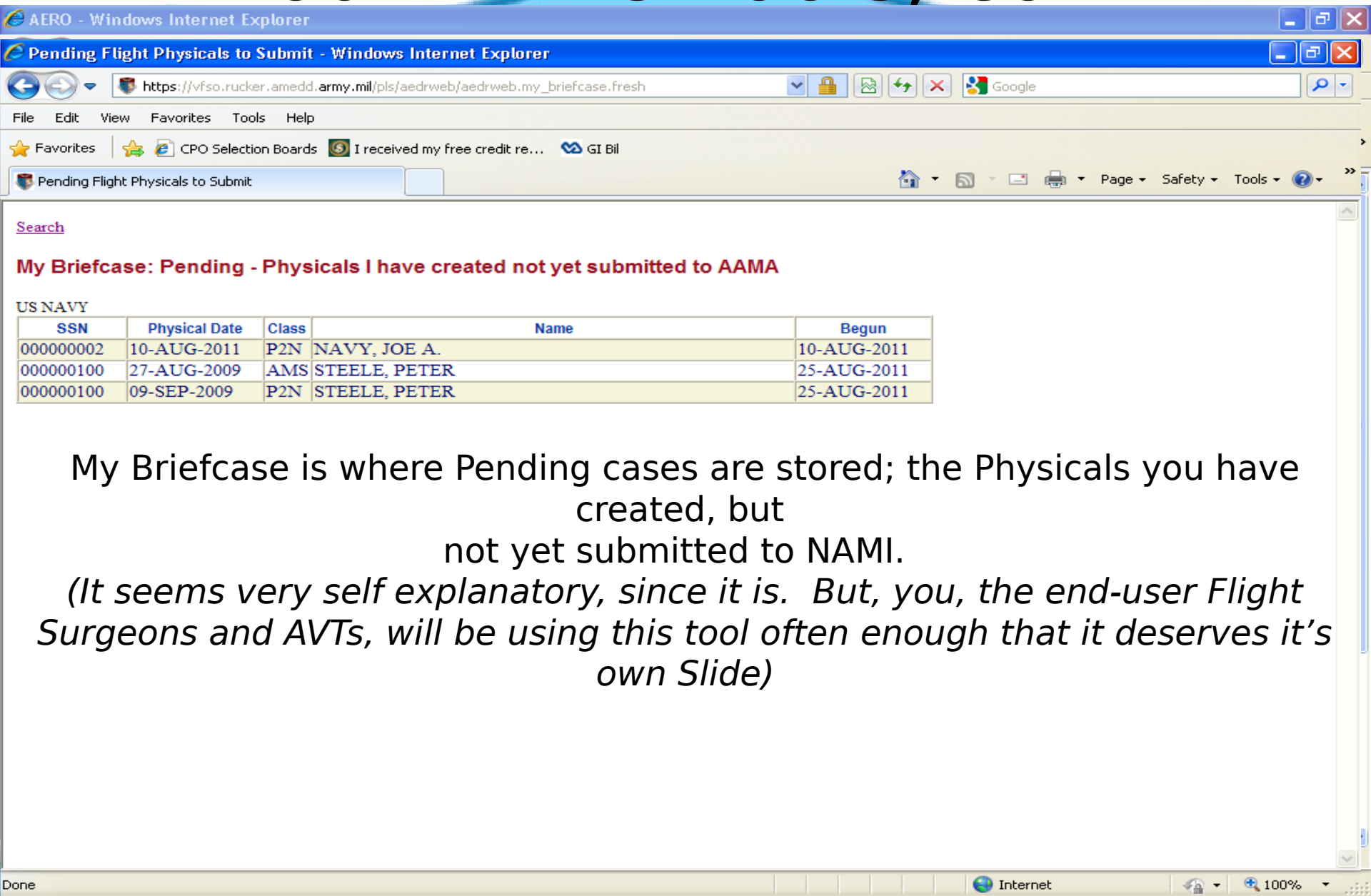
Facility Tracking, Facility Submissions, and My

Messaging is an email-type client for communications within AERO only; you will not be able to send emails to any addressees outside the AERO system. The messaging client allows for you to send PPI without any

Ensure that as you get started with using AERO, you take the time to review and set your defaults, update your Contact information, and view our Downloadable documents

Surgeons, and will completely rely on you and your

Your AERO Tools, cont


AERO - Windows Internet Explorer
Pending Flight Physicals to Submit - Windows Internet Explorer
https://vfso.rucker.amedd.army.mil/pls/aedrweb/aedrweb.my_briefcase.fresh
File Edit View Favorites Tools Help
Favorites
CPO Selection Boards
I received my free credit re...
GI Bil
Pending Flight Physicals to Submit
Page Safety Tools
Search
My Briefcase: Pending - Physicals I have created not yet submitted to AAMA
US NAVY
SSN | Physical Date | Class | Name | Begun
000000002 | 10-AUG-2011 | P2N | NAVY, JOE A. | 10-AUG-2011
000000100 | 27-AUG-2009 | AMS | STEELE, PETER | 25-AUG-2011
000000100 | 09-SEP-2009 | P2N | STEELE, PETER | 25-AUG-2011
Done
Internet
100%

My Briefcase is where Pending cases are stored; the Physicals you have created, but
not yet submitted to NAMI.

(It seems very self explanatory, since it is. But, you, the end-user Flight Surgeons and AVTs, will be using this tool often enough that it deserves it's own Slide)

Your AERO Tools, cont

In regards to AERO Messaging, if you need to communicate with any of the NAMI Reviewers regarding a patient, the names to SEARCH for are:

HINKLEY DEBORAH	CAPT, MC (FS), OFFICER REVIEWER
GREYDANUS TIMOTHY	COL, MC(FS), USAF, OFFICER REVIEWER
GIBSON DAVID	CDR, MC(FS), OFFICER REVIEWER
KOPPY CORNELIUS	CIVILIAN REVIEWER
HASHEY BRIAN	CIVILIAN REVIEWER
GREULING PAMELA	CIVILIAN SUPPORT STAFF
JONES CHRISTOPHER	HM1(AW/FMF), LPO, ENLISTED REVIEWER
HUSINECKY BENNY	HM2 (AW), ALPO, ENLISTED REVIEWER
DOOLEY-BLACK ROBERT	HM2(AW/SW), ENLISTED REVIEWER
PITTMAN NOAH	SSgT, USAF LIASON, ENLISTED REVIEWER
ADKINS DERRICK	HM2(FMF), ADMINISTRATIVE TECHNICIAN
PRICE ERIN	HM3(AW), ENLISTED REVIEWER

AMS	AEROMEDICAL SUMMARY						**AM6N**	CLASS	2	NAEP		(ANNUAL)
GND	GROUNDING FOR ALL CLASSES						**AM1A**	CLASS	2	SNFS		(APPLICANT)
P2C	CLASS	1	SG	1	(COMPLETE)		**AM2A**	CLASS	2	SNAP		(APPLICANT)
P2N	CLASS	1	SG	1	(ANNUAL)		**AM3A**	CLASS	2	SNAEP		(APPLICANT)
P3C	CLASS	1	SG	2	(COMPLETE)		**A1A**	CLASS	2	NAC		(APPLICANT)
P3N	CLASS	1	SG	2	(ANNUAL)		**A1C**	CLASS	2	NAC		(COMPLETE)
P4C	CLASS	1	SG	3	(COMPLETE)		**A1N**	CLASS	2	NAC		(ANNUAL)
P4N	CLASS	1	SG	3	(ANNUAL)		**A2A**	CLASS	2	NAC/FW		(APPLICANT)
P1A	CLASS	1	SNA		(APPLICANT)		**A2C**	CLASS	2	NAC/FW		(COMPLETE)
F2C	CLASS	2	NFO		(COMPLETE)		**A2N**	CLASS	2	NAC/FW		(ANNUAL)
F2N	CLASS	2	NFO		(ANNUAL)		**C1A**	CLASS	3	ATC		(APPLICANT)
F1A	CLASS	2	SNFO		(APPLICANT)		**C1C**	CLASS	3	ATC		(COMPLETE)
AM8C	CLASS	2	APT		(COMPLETE)		**C1N**	CLASS	3	ATC		(ANNUAL)
AM8N	CLASS	2	APT		(ANNUAL)		**P7A**	CLASS	3	UAV		(APPLICANT)
AM7A	CLASS	2	APT		(APPLICANT)		**P7C**	CLASS	3	UAV		(COMPLETE)
AM4C	CLASS	2	NFS		(COMPLETE)		**P7N**	CLASS	3	UAV		(ANNUAL)
AM4N	CLASS	2	NFS		(ANNUAL)		**WSA**	CLASS	3T	WATER SURVIVAL (APPLICANT)		
AM5C	CLASS	2	NAP		(COMPLETE)		**WSC**	CLASS	3T	WATER SURVIVAL (COMPLETE)		
AM5N	CLASS	2	NAP		(ANNUAL)		**WSN**	CLASS	3T	WATER SURVIVAL (ANNUAL)		
AM6C	CLASS	2	NAEP		(COMPLETE)							